# Naveen Kumar G

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# BUSINESS ANALYST

**Business Analyst** with over **4 years** of experience in mapping clients’ business requirements gathering and translating these requirements into functional specifications. Possess strong communication, analytical and problem- solving skills with team collaboration, training, and management skills to build consensus across relevant parties and derive business success. Proficient in managing projects’ end-to-end development from inception, requirement specs, planning, designing, implementation, erecting, documentation, and closure. Proficient in Several phases of Software Development in Agile, and Waterfall including Business Analysis, Product Analysis, Testing, and Deployment. Proficient in Gap Analysis by understanding As-Is and Creating To-Be Processes.

## SUMMARY OF SKILLS:

* A dynamic Professional with 4 years of experience in Banking, Insurance, and Implementation, Web-based applications, Call Centre products, Support and roll-out projects.
* Extensive working knowledge of all the phases of the **Software Development Life Cycle (SDLC)**, and have experience in the traditional waterfall, spiral, and agile methodologies such as **Scrum and Scaled Agile Framework**.
* Experience in conducting Workshops with **Business Groups, Brainstorming** sessions with IT, and Conflict Management with the Project team.
* Excellent Business writing skills in writing Use Case Specifications, Functional Specifications, **Systems Requirements Specification** (SRS), **Business requirement documents** (BRD) and **Functional requirement document** (FRD), User Stories, Wireframes and Workﬂows.
* Documented the **Functional and Technical Specifications** requirements based on the business flow in the Features and user stories.
* Maintained a structured approach to organizing requirements to ensure that critical business rules and requirements are met with the help of the **Requirement Traceability Matrix (RTM).**
* Detailed understanding in working with different **API**s, and **web services**.
* Have skilled in structured planning methods for project evaluation including **GAP Analysis, Risk Analysis** and Feasibility Analysis.
* Adept at supervising Manual Testing, Functionality Testing, **System** Testing, **Integration** Testing, **Performance**

Testing, and User Acceptance Testing (UAT) and helped design and develop **test plans** and **test scripts**.

* Excellent **communication**, **analytical** and time management skills, with the capability to handle new technologies and situations and an **ability to lead, manage and work** in challenging environments.
* **Team player** and **self-starter** with excellent coordination, documentation, **project planning,** and **interpersonal skills** with proven ability to work under pressure, prioritize and meet deadlines.

## TECHNICAL SKILLS:

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| SDLC Methodologies | Waterfall, Agile-Scrum, Waterfall-Scrum Hybrid, Agile Methodology |
| Requirement Management | Atlassian-JIRA, Dev Azure |
| Project Management Tools | Microsoft Office: VISIO, Excel, Word, Teams, Access, PowerPoint, SharePoint. |
| Wireframes | Balsamiq Tool |
| Business Skills | Conflict Management, Project Planning, Impact Analysis, Route Cause Analysis, Gap Analysis, Design Workshops, Risk Analysis. |
| Scrum Ceremonies –  Handled | Sprint planning/grooming, Daily Scrum, Sprint review and Sprint retrospective |

**PROFESSIONAL EXPERIENCE: -**

**Factset Systems India Pvt Ltd May 2022 to till date**

## Associate Product Specialist (Business Analyst)

“RMS PD” applications provide data and software solutions for investment professionals, provide real-time market data, instant access to financial data and analytics for financial institutions and investors to make crucial investment decisions. Mainly works on automatic research reports, migration of clients and enhancing features of the applications as per client needs

## Responsibilities:

* Extensive working knowledge of all the phases of **Software Development Life Cycle (SDLC)**, and have experience in traditional waterfall, spiral and agile methodologies such as **Scrum and Scaled Agile Framework**.
* Designed the business process by understanding the way process of service will initiate using different applications and enabled the digitization of the process for the Application.
* Designed wireframes for the application and got approval from the business.
* Managing Scrum events: Sprint Planning, Daily Scrum, Grooming, Review, and retrospective.
* Complete application has been deployed after development and different phases which includes, testing (Functional and Security), UAT feedback, and bug fixes.
* Client communication, weekly meetings, and getting sign-off from the department on deliverables.
* Used Jira with confluence as a Project management tool
* Assist product owners in designing features and writing specifications
* Contribute to departmental product development projects and tasks
* Collection of usage insights to support development decisions
* Work with sales and Consulting teams to better understand the client needs
* Work closely with engineering and quality assurance teams to achieve outstanding user experience
* Prebuild testing to ensure changes and enhancements work properly
* Cross-team collaboration to continuously improve QA and development processes
* Performance testing to ensure the speed and efficiency of application calculations
* Regression testing to ensure essential application and data tests are constructed
* Manage/track issues pertaining to application bugs, questions, and enhancements

**Vega Techno Systems Pvt Ltd (Payroll: EY ) Dec 2018 to Apr 2022 Business Analyst**

Application for emergency support and services of Vehicles using telematics. The application can support agent interaction with connected vehicles and customers, from mundane account management to literal life-and-death emergency situations.

## Responsibilities:

* Participate in meetings with decision-makers, systems owners, and end-users to document business requirements and goals.
* Partner with cross-functional teams to coordinate design, development, andtesting.
* Support and resolve issues during QA and UAT cycles.
* Manage business stakeholder relationships throughout the projects.
* Review technical design documentation to ensure development is being built and tested according to requirements.
* Recognize and adopt best practices in analysis, build, test design, validation, and documentation.
* Expertise in resolving complex business requirements and creating UML diagrams such as use case diagrams, activity diagrams, and process ﬂow diagrams to communicate Business requirements.
* Implement advanced strategies for Eliciting, gathering, reviewing, and analyzing data requirements.
* Prioritize requirements and create conceptual prototypes and mock-ups.
* Master strategic business process modeling, traceability, and quality management techniques
* Apply best practices for elective communication and problem-solving
* Expertise in preparing various documents such as Business requirement documents (BRD) and Functional requirement Documents (FRD), Use Cases, User Stories, and Test Case reviews including Wireframes, and Workﬂow Diagrams.
* Expertise in using leading industry tools like Jira, MS word, MS Excel and MS PowerPoint, MS Visio to develop various project deliverables and understand workﬂow.
* Facilitated UAT and took sign oﬀ fromtheclient.

## EDUCATIONAL QUALIFICATION:

* Bachelor’s in ECE from Jawaharlal Nehru Technological University Hyderabad 2018
* Intermediate from Sri Chaitanya Junior College
* SSC from Keshava Reddy Talent School

## ORGANIZATION WORKED WITH:S

* 05/2022 – Present: FactSet Systems India Private Limited, Hyderabad Designation: Associate Product Specialist (Business Analyst)
* 12/2018 – 04/2022 Vega Techno Systems Pvt Ltd Designation: Business Analyst