

PAVAN KUMAR CHELLABOYENA

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PROFESSIONAL SUMMARY

- Analytical and detail-oriented **Business Analyst** with hands-on experience in **requirement gathering, documentation, Agile methodology, and testing**. Skilled in bridging business and technical teams to deliver efficient and customer-centric solutions. Adept at creating BRDs/FRDs, conducting user acceptance testing, and supporting digital transformation initiatives. Passionate about leveraging data and process analysis to enhance business performance.

CORE COMPETENCIES

- Business Analysis:** Requirement Gathering, Documentation (BRD, FRD, FSD, Use Cases, User Stories), Business Process Modelling
- Testing & Validation:** Test Case Preparation, Functional Testing, User Acceptance Testing (UAT), Requirement Traceability
- Tools & Methodologies:** JIRA, Confluence, Balsamiq, MS Visio, Figma, SDLC, Agile (Scrum)
- Data & Reporting:** Excel, Google Sheets, SQL, Tableau (Basic), SPSS, SAS
- Soft Skills:** Stakeholder Communication, Client Engagement, Problem-Solving, Analytical Thinking

Business Analyst Training (COEPD)

Centre of Excellence for Professional Development | January 2024 – Present

- Gained hands-on experience with **JIRA, MS Visio, and Balsamiq** for requirement documentation, process modeling, and wireframing.
- Prepared **Business Requirement Documents (BRD)** and **Functional Requirement Documents (FRD)** for simulated projects.
- Conducted mock **Agile sprint sessions**, participate in backlog refinement, sprint planning.
- Performed **UAT and functional testing** to validate solutions against documented requirements, ensuring 100% coverage.

PROFESSIONAL EXPERIENCE

Business Development Executive

Digital WoM | April 2024 – July 2024

- Assisted in **requirement gathering sessions with clients**, translating business needs into web design features.
- Created structured **sales and lead data reports** to support management in decision-making.
- Facilitated communication between clients and internal teams, contributing to improved **project delivery rates and client retention (20%)**.

Digital Marketing Analyst (Freelance & Internship)

Freelance & Adcanopus Agency | September 2023 – Present

- Performed campaign performance analysis using Excel and SQL, identifying key behavioural insights and optimization areas.
- Designed and automated client-facing dashboards to visualize KPIs and business metrics.
- Monitored customer journey and web performance, recommending process improvements aligned with business goals.

TECHNICAL SKILLS

- BA Tools:** JIRA, Confluence, Balsamiq, MS Visio, Figma, Excel, Google Sheets, SQL, Tableau
- Documentation:** BRD, FRD, FSD, Process Flows, Wireframes

CERTIFICATIONS

- Google Data Analytics – Coursera | Business Analytics in Excel – Coursera
- Excel Essential Training – LinkedIn | Learning Azure Database – *NASSCOM Microsoft*

EDUCATION

- B. Tech in Mechanical Engineering – GVP College of Engineering