

Name:- Ruchita Hemant Pawar

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Core competences: -

- Business Analysis Planning and Monitoring.
- Elicitation and Collaboration.
- Requirement Life cycle Management.
- Requirement Analysis and Design Definition.
- Strategy Analysis
- Solution Evaluation
- Stakeholder management
- Project management

Technical skills

- Documentation Tools: MS Suite.
- Prototyping & Wire frames Tools: Axure & Balsamiq
- Modeling Tools: MS Visio, Draw.io.
- Database: Excel, SQL
- Project Management tool:- JIRA
- Reporting Tools: Power BI, Tableau

Education:-

MSc Physics, Fergusson College, Pune

(2022-2024)

Soft skills: -

Communication skills

Collaboration and Teamwork

Analytical thinking

Stakeholder Management

Adaptability & Learning Agility

Leadership & Mentoring

Certificates:-

Certified - Business Analyst IIBA [COEPD]

Language:- English, Marathi, Hindi, German

Career object: -

Dedicated and detail-oriented professional with **2.10 years of experience**, including **1.5 years of relevant experience as a Business Analyst and Power BI Developer**. Skilled in requirement gathering, data visualization, and process optimization with a proven track record of developing impactful Power BI dashboards that enhanced IP reporting efficiency and supported data-driven decisions. Adept at applying Agile methodologies and collaborating with cross-functional teams to deliver high-quality business solutions.

Profile summary: -

- In-depth knowledge of SDLC in various phases (i.e waterfall & agile)
- Proficient in **Waterfall Model**: Gathered requirements using Elicitation Techniques and prepared **BRD, FRD, SRS** prepared **RACI Matrix**, BCD, created **UML Diagrams** and **Prototypes** and requirements tracking through **RTM** well versed with **UAT** handling **Change Request**.
- Expert in **Agile Scrum**: Creation of **user stories** and Added **Acceptance Criteria, BV & CP, Sprint & Product Backlogs** conducted various **Sprint Meetings; Sprint & Product Burndown charts** ensured **DOR** and **DOD** checklist.
- **Built interactive Power BI dashboards** that automated reports and improved data visibility by 30%
- **Created scalable data models** that enhanced reporting speed and supported data-driven decision-making.

Work exp.

Company name: Copeland India Private Limited (Oct 2024 – June 2025)

Designation: IP Admin

Project 1:- Copeland Seat Booking Application |Agile|

Project description:-

Implement digital seat booking to replace manual process for Employees to provide transparency and avoid uncertainty, created dashboards, and predictive insights. Improved customer engagement and productivity.

Role:-BA

Responsibilities

Interacted with the stakeholders and gathered requirements by using various **elicitation techniques**.

- Created user stories with appropriate acceptance criteria with the assistance of the Product Owner. Added **user stories** into **product backlog** using the **JIRA** tool.
- Prioritized and validated the requirements using **Moscow** and **FURPS** technique, added **user stories** to **sprint backlog** based on prioritization order.
- Collaborated with Product Owner and Scrum Master for **BV** and **CP**, assisted the Product Owner for the creation of **DOR** and **DOD** checklist.
- Participated in **sprint ceremonies** to remove **road block** in the proj.
- Generated **Sprint, Product Burn down/Burn up charts** to track the project progress.
- Participated in product planning and **UAT** to successfully deliver each sprint component.
- **Developed IP dashboards in Power BI**, improving patent visibility and reporting efficiency by 30%, and boosting data speed by 25%.

- Participated **Collaborated with stakeholders** to streamline requirement gathering, enhance IP data accuracy, and enable faster, data-driven business decisions.

Company name: Emerson Innovation Center, Pune (Sep 2022 – Oct 2024)

Designation: IP Admin

Project 1:- Emerson Portal |Waterfall|

Project description:-

Analyse and implement new working system for IP procedures and bring automation in the work where, Individual access to inventors to login the Anaqua for their respective records and Invoice process through Emerson global method.

Role:-BA

Responsibilities

- Conducted **Enterprise Analysis** and under the assistance of a senior BA in creating a Business Case Document, conducted **Stakeholder Analysis**, and prepared **RACI Matrix**.
- Gathered requirements from business heads using **Elicitation Techniques** and created a Business **Requirements Document (BRD)**.
- Translated **BRD** into **Functional Requirements Document (FRD)**, Collaborated with the technical team, and prepared **SRS Document**.
- Created **UML diagrams** and **wireframes** to visually represent requirements using **MS Visio, Balsamiq, and Axure**.
- Created and maintained **RTM** throughout the project.
- Assisted in Testing Team by preparing **Test Case Scenarios** and ensured the **UAT** was successful.
- **Built and delivered L&D dashboards from scratch**, enhancing reporting efficiency, decision-making, and overall performance by 4–8%.
- **Gathered stakeholder requirements and improved UI/UX**, resolving technical issues and strengthening cross-team collaboration for timely, high-quality project delivery.