

# JAIHREE.T

## Business Analyst

Detail-oriented and analytical fresher aiming to build a career as a Business Analyst. Equipped with foundational skills in documentation, stakeholder communication, and market analysis, and ready to contribute to business process improvement and value delivery.

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Chennai

### PROFILE SUMMARY

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- 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.

### WORK EXPERIENCE

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#### COEPD

2025 - Present

#### Graduate Admission tracking system

[Agile]

Designed a system to streamline and monitor the end-to end graduate admission process.

#### 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.
- Collaborated with Product Owner and Scrum Master for BV and CP. and assisted the Product Owner for the creation of DOR and DOD checklist.
- Participated in sprint ceremonies to remove road blocks in the project.
- 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.

### CORE COMPETENCIES

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- 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

### EDUCATION

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2013-2017

#### Kingston Engineering College

- Computer Science And Engineering

### TECHNICAL SKILLS

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

### DOMAIN KNOWLEDGE

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E-Commerce

### CERTIFICATION

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Certified IT-Business Analyst  
from COEPD(IIBA-EEP)

## Online Agriculture Product Store

[Waterfall]

Developed an e-commerce platform for farmers and agricultural businesses to buy and sell seeds, fertilizers, tools, and equipment.

### Responsibilities

- Conducted **Enterprise Analysis** and assisted in preparing the **Business Case Document** under the guidance of a senior Business Analyst including **stakeholder analysis and RACI matrix**.
- Gathered and documented requirements using **elicitation techniques** such as interviews and document analysis.
- Prepared **Business Requirements Document (BRD)** and coordinated sign-off from key stakeholders.
- Translated business requirements into **Functional Requirement Document (FRD)** and assisted the technical team with clarifications.
- Created **Use Case Diagrams, Process Flow Diagrams, and Wireframes** to visualize system behavior and workflows using MS Visio, Balsamiq, and Azure.
- Supported preparation of **System Requirements Specification (SRS)** document.
- Maintained **Requirements Traceability Matrix (RTM)** to ensure all business needs were met during development.
- Assisted in Testing Team by preparing **Test Case Scenarios** and ensured the **UAT** was successful.
- Worked closely with cross functional teams in a structured, phase-wise waterfall environment

## AWARDS

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Received **POWER OF ONE AWARD** in **Zealous Services**

## SOFT SKILLS

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- Communication
- Analytical Thinking,
- Problem-Solving Ability,
- Active Listening
- Team work
- Leadership
- Adaptability and Flexibility

## LANGUAGES

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**English and Tamil**

## PREVIOUS WORK EXPERIENCE

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**Zealous Services Private Ltd - Chennai**

2017 - 2018

- Sourcing, screening, and shortlisting resumes through various job portals.
- Shortlisting the resumes based on the job requirements. Conducting telephone and personal interviews.
- Preparing offer letters, job descriptions, completing joining formalities, and documentation.
- Preparing final settlements, gratuity, leave, salary, and all employee benefits.
- Maintaining employee's personal files and records, communicating HR policies and across the organization at all levels.
- Preparation of full and final settlement generation of Experience letters, Relieving letters.
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, absenteeism, notice, warning letter, showcase notice, experience/service certificate, relieving letter.