

SUNITA ACHARYA

BUSINESS ANALYST



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PROFESSIONAL SUMMARY

Aspiring **Business Analyst** with 2+ years as a **Java Developer**, skilled in **requirement gathering, documentation, and Agile methodologies**. Proficient in **elicitation techniques, BRD/FRD/FRS, use case modelling and stakeholder analysis**. Currently pursuing a **Business Analyst Training** and hold a **MSc degree in Robotics and AI**.

WORK EXPERIENCE

Business Analyst

COEPD Training | June 2025- Present

Project 1: Employee Exit Management System (HRMS) – Waterfall Model

- Prepared **BRD, FS, RTM, Business Case, and Page Designs**.
- Designed **Use Case, Activity, and Process Flow diagrams** for system interactions.
- Gained **BA experience** during phases of waterfall model.

Project 2: E-Treasury Billing System – Agile Model

- Created **Product Vision, Definition of Done, User Stories**.
- Maintained **Product & Sprint Backlog**, participated in sprint meetings
- Gained **Agile PO experience** during backlog prioritization and Scrum activities

Java Developer

Tata Consultancy Services | May 2019- Aug 2021

- Collaborated with **business analysts and stakeholders** to gather requirements and translate them into technical deliverables.
- Participated in **Agile practices** (sprint planning, backlog refinement, daily scrums), supporting requirement analysis and team coordination.
- Developed and maintained **Java-based web application** using Spring MVC, improving portal performance and user satisfaction.
- Generated **financial reports using Oracle SQL**, supporting audits and data-driven decision-making.

SKILLS

- Requirement Gathering & Analysis
- Stakeholder Analysis
- Elicitation Techniques
- Use Case Modelling, Process Flow & DFD
- Moscow Prioritization
- Agile & Scrum
- Business case, BRD/FRD/FRS
- MS Visio, Balsamic, Axure, JIRA, Power BI, Tableau
- Java, Spring MVC, Angular, SQL, AWS
- User Stories, Acceptance Criteria, Story Points

CERTIFICATIONS

Business Analyst Training

COEPD, Hyderabad

June 2025- Present

McKinsey Forward Program

McKinsey, July 2025

Getting Started with Kafka

March 2025

Angular Basics

March 2025

Agile Scrum Master (05/2025)

April 2025

EDUCATION

MSc in Robotics and AI

University of Glasgow

2021-2022

BTech in Computer Science and Engineering

Siksha 'O' Anusandhan

2015-2019