

Monisha,
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Core competencies:

Business analysis
Requirement life cycle management
Elicitation and collaboration

Soft Skills:

Problem-solving skill
Quick learner
Communication
Leadership
Adaptability
Team work
Time management
Critical thinking

Technical Skills :

Reporting tools: JIRA
Documentation tools: MS Office, Google Docs
Database: MySQL
Prototyping tools: Balsamiq, Axure RP Pro 7.0.
Modeling tools: MS Visio 2007
Other tools: Tableau, MS Power BI

Profile summary:

Enthusiastic and detail-oriented aspiring Business Analyst with hands-on project experience in requirement elicitation, documentation, and stakeholder communication. Eager to apply analytical and communication skills to support business process improvements.”

Key Skills :

- Deeper knowledge of SDLC, Agile & Waterfall methodologies.
- Skilled in writing and documenting user stories, functional requirements, BRD, SRS, and use case specs.
- Proficient in preparing Process flow diagrams and Modeling requirements into UCD and Activity diagrams.

Project Experience

1. Student Management System Development (Role: Product Owner, Methodology: Agile)

- Modeled the business process for student registration, attendance tracking, and facilities management platform using Agile methodology.
- Gathered requirements through brainstorming and interviews.Wrote user stories, epics, and acceptance criteria and tracked project progress in Jira.
- Conducted AS IS and TO BE analysis to recommend process improvements.

2. Hospital Management System Development (Role: Business Analyst, Methodology: Waterfall)

- Gathered and documented business requirements from stakeholders
- Created detailed use case diagrams, activity diagrams, wireframes, and process flow diagrams using MS Visio, Azure, and Balsamiq
- Conducted a Gap, risk, stakeholder, and feasibility analysis to ensure project alignment
- Collaborated on the design of patient registration, discharge summary, and payment modules
- Performed risk assessment and prepared change request documentation
- Designed prototypes for the login page, registration, and payment before the development and shared them with the stakeholders for feedback.

Education :

M.A. in English Literature(2016)
Avvaiyar Government College for Women
Pondicherry University

Certification :

Certified Business Analyst
Course – COEPD (IIBA-EEP) [September 2025]

