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

Domain knowledge: -

Copeland India Private Limited

Emerson Innovation Center Pune

Education:-

MSc Physics, Fergusson College, Pune

68% (2022-2024)

Career object: -

Business Analyst and Power BI Developer with 2+ years of experience in requirement gathering, data visualization, and process optimization. Proven track record of designing and delivering dashboards that improved reporting efficiency and supported data-driven decision making. Skilled in eliciting requirements, conducting feasibility studies, and applying Agile methodologies for end-to-end project delivery. Experienced in collaborating with cross-functional teams and global stakeholders to align business needs with technical solutions. Strong interpersonal skills with a focus on clear communication, stakeholder engagement, and continuous learning.

Profile summary: -

- Strong knowledge of SDLC – Waterfall & Agile Scrum.
- Waterfall (EICP): 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.
- Agile (Copeland): Creation of user stories and Added Acceptance Criteria, BV, CP, Sprint, Product Backlogs conducted various Sprint Meetings ensured DOR and DOD checklist.
- Hands-on with JIRA, MS Visio, Balsamiq.
- Delivered Customer 360° for Relationship Managers.

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

- Conducted requirement elicitation sessions with employees, HR, & management team.
- Authored user stories, epics, and backlog items in JIRA with DOR/DOD compliance.
- Participated in Agile ceremonies – sprint planning, daily stand-ups, sprint reviews, retrospectives.
- Designed UML diagrams, workflows, and wireframes for modules and customer journeys.
- Coordinated with cross-functional teams (HR, Risk, Compliance, IT) during sprints.
- Supported adoption training and post-go-live assistance.

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

Certificates:-

Certified – Business Analyst IIBA [COEPD]

Soft skills: -

Communication skills

Collaboration and Teamwork

Analytical thinking

Stakeholder Management

Adaptability & Learning Agility

Leadership & Mentoring

Language:-

English

Marathi

Hindi

Responsibilities

- Gathered Requirements from IP coordinators, inventors, managers, BU leaders using Focus Groups, Interview, Document Analysis and Brainstorming techniques.
- Prepared BRD, FRD, SRS, and RTM as part of Waterfall documentation.
- Created process flows and wireframes for better understanding of process flow.
- Supported UAT execution by preparing test cases and validating outcomes.
- Coordinated with operations team for day-to-day system queries and issue resolutions.