**Rini Jose**

Ayappa Nagar,Behind Shyam Lawns,

Near Jafar Nagar,

Email:rini.rinijose@gmail.com

Mobile : +91 - 8999505701

obile : +91 - 7798722445

Nagpur-440013

DOB :1st Aug 1993

**Objective**:

Seeking an opportunity for the role of Business Analyst(BA) with a company that offers me an optimistic atmosphere and enrich my knowledge to develop myself along with the organization.

**Work Experience**

**Cybage Software Pvt. Ltd.** **2ndJan'17 till 27th Sep'19**

* **Core Activities:**
* Worked as a Business Analyst for Development and Sustained Engineering, Testing, Maintenance, Support Services projects
* Experience of working with projects under large retail and health care domains
* Experience in understanding requirements from client, gathering the requirements and documenting them through RUD/SRS/FRS.
* Helping projects to understand the detail requirements through flow diagrams and wireframes.
* Have knowledge of SDLC phases of projects such as requirements gathering/analysis, Design, Development Testing and Production
* Involved in Defect Prevention Activities(DPA) and Root Cause Analysis(RCA) in the project
* Process facilitation/ handholding to the Project Managers & team members [handholding of: MIS workflows like Project Management, Risk Management, timesheet entries, Task management, tracking meeting notes
* Experience in handling team and making them understand the requirements in simple language
* Exposure in handling Agile projects processes will be an added advantage
* Hands on experience with the tools like TFS, JIRA, Zephyr
* Worked as a Business owner for Q@core, Task Management System and Timesheet at Organizational level
* **Analysis and Reporting:**
* Attending scrum meetings along with the project teams to understand the work and requirements of client
* Participating in daily stand up meetings to analyze and estimate the work
* Participating in the estimation meetings of project teams in order to understand the time being taken for a particular requirement
* Analyzing all possible scenarios for a requirement and making them implement in the project
* Reporting best practices, non-compliances in projects to the relevant stakeholders and analyzing the lessons learnt in each sprint(for agile projects)
* **Certifications**
* Attended 35 hours of training programme of Project Management Professional(PMP)
* Have a certification on Business Intelligent Analyst

**Seller Drive 6th Jan’20 till 31st Mar’20**

* **Core Activities:**
* Worked as a Senior Business Analyst for different e-commerce sites (Amazon & Shopify)
* Have knowledge of how to understand the requirements and explain it to the team in simple language
* Experience in handling client with their queries
* Hands on experience in Content writing, Enhanced Brand Content and with the tools like Asana
* Experience in handling a team
* Hands on experience in publishing of content and infographics on Amazon website
* Experience in training and mentoring freshers in team
* Helping projects in identifying business reports and presenting it to the senior management
* Exposure in handling design projects processes will be an added advantage

**Education**

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| --- | --- | --- | --- | --- |
| **Degree** | **Year of passing** | **Institution** | **University / Board** | **Percentage** |
| MCA(Management) | 2017 | Sinhgad Institute of Management | SPPU | 72% |
| BCA (Science) | 2014 | Saint Francis De Sales College | RTMNU | 63% |
| H.S.C | 2011 | Father Agnel School | Noida | 70% |
| S.S.C | 2009 | Dilasagram Convent High School | Maharashtra | 89% |