

# KANISHK SHARMA

Noida, U.P.

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## SUMMARY

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- **3.5+ years of experience** in IT industry as a Business Analyst across domains like IT, E-Commerce, Healthcare, and Finance (NBFS).
- Hands-on expertise in **Agile (Scrum/Kanban)** and **Waterfall** SDLC methodologies.
- Skilled in **requirement gathering, gap analysis, process analysis**, and documentation.
- Skilled in creating user stories, use cases, wireframes, and prototypes using Figma and Balsamiq.
- Experience in **Agile ceremonies** (Daily Stand-ups, Sprint Planning, Retrospectives).
- Proficient in JIRA and Confluence for backlog, sprints, and documentation.
- Handled 12+ web and 3+ e-commerce projects, including HRMS, SolaaS, and VMS.
- Experienced in **Power BI** for creating dashboards and visual reports.
- Proficient in **SQL** for CRUD operations and data analysis.
- Developed **UML diagrams, process flows**, and activity diagrams using Visio, Lucidchart, and Draw.io.
- Created and maintained key project documents: **RFI, RFP, SOW, Test Cases, Release Notes**, etc.
- Used **MS Office Suite, MS Teams, Zoom, Slack** for documentation and communication.
- Applied **MoSCoW and SMART analysis** for feature prioritization.
- Involved in **UAT and QA collaboration** to ensure successful deployment and feedback incorporation.
- Strong **client interaction, stakeholder communication**, and cross-functional team collaboration skills.
- Basic knowledge of **SEO optimization techniques** and **Google Analytics** for tracking website performance and user behavior.

## EXPERIENCE

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### Coditro Technology LLP

Sept 2021 – Present

*Role - Business Analyst*

*Noida, U.P.*

- Gathered and analyzed business requirements across 12+ web and 3+ e-commerce projects.
- Created BRDs, FRDs, SRS, user stories, test cases, and process flow diagrams.
- Collaborated with stakeholders to identify product enhancements and convert them into actionable features.
- Managed Agile ceremonies including daily stand-ups, sprint planning, and retrospectives.
- Maintained JIRA boards and product backlogs; documented features in Confluence.
- Designed wireframes and interactive prototypes using Figma for HRMS and VMS platforms.
- Utilized SQL to retrieve and validate data during development and testing phases.
- Created dashboards and visual reports using Power BI for performance tracking and decision-making.
- Coordinated UAT and ensured alignment of final deliverables with business expectations.
- Prioritized tasks using MoSCoW and SMART techniques to align with sprint goals.
- Assisted in project planning, team coordination, and client communications.
- Gained hands-on experience in using Google Analytics for monitoring traffic and SEO best practices for product visibility.
- Acted as a liaison between cross-functional teams including development, QA, and business stakeholders.
- Documented retrospective outcomes and implemented continuous improvement strategies.
- Supported the creation of RFI, RFP, and SOW documents for new business opportunities.
- Led requirement workshops, brainstorming sessions, and walkthroughs with clients and SMEs.
- Tracked change requests and ensured version control across all requirement documents.
- Conducted risk analysis and impact assessments for change initiatives and feature updates.
- Developed and maintained the Requirement Traceability Matrix (RTM) throughout project lifecycles.
- Created training materials and assisted in onboarding new team members on project tools and processes.
- Contributed to the optimization of internal business processes using process automation suggestions.
- Assisted QA team by reviewing test cases and validating them against business requirements.
- Participated in solution design discussions with technical teams to align product vision with implementation.
- Provided post-deployment support and analyzed user feedback for continuous product improvement.

TECHNICAL SKILLS

**Business Analysis:** Requirement Gathering, Gap Analysis, SWOT, Risk & Impact Analysis  
**SDLC Methodologies:** Agile (Scrum, Kanban), Waterfall  
**Tools & Platforms:** JIRA, Confluence, Miro, SharePoint, MS Teams, Slack  
**Documentation:** BRD, FRD, SRS, Use Cases, User Stories, Test Cases, Wireframes  
**Data & Visualization:** SQL, Power BI, MS Excel  
**Modeling & Prototyping:** Figma, Balsamiq, MS Visio, Lucidchart, Draw.io  
**SEO & Analytics:** Basic SEO Optimization, Google Analytics  
**Soft Skills:** Communication, Team Management, Problem Solving, Time Management

EDUCATION

<b>Master of Computer Applications (MCA)</b> <i>Chandigarh University</i>	<b>Pursuing, 2024–2026</b> <i>Chandigarh, India</i>
<b>Bachelor of Computer Applications (BCA)</b> <i>Chandigarh University</i>	<b>2018–2021</b> <i>Chandigarh, India</i>
<b>Intermediate</b> <i>Sainik School Nagrota</i>	<b>2018</b> <i>J&amp;K, India</i>

DOCUMENTS PREPARED FOR THE PROJECT

- RFI and RFP, SOW Document
- Requirement Elicitation and Gathering Documents
- BRD, FRD, SRS/PRD,
- Wireframe, Diagrams and Prototypes
- User Story
- Retrospective documents
- Use Case Documents
- Test Cases and Scenarios Documents
- Release Notes