Shivani Mishra

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Certified Agile Business Analyst | PSM I & PSPO Trained | ECBA Trained | Product Management | BFSI | Logistics | Accounting | Finance

Business Analyst professional with 3.5+ year of overall experience in logistics, BFSI/ Accounting having strong analytical qualities with diverse experience, willing to work as Business Analysts. Bringing to the forefront a visionary mindset and understanding of software development lifecycle from requirement elicitation, solution design, implementation. Blend of my experience and expertise can help introduce innovations and improvisation to the product.

SKILLS

BUSINESS ANALYSIS | BRD | FRD | GAP ANALYSIS
WIREFRAMING | REQUIREMENT ELICITATION | STAKEHOLDERS MANAGEMENT | USE CASE
USERS STORIES | SOFTWARE DEVELOPMENT LIFE CYCLE | PRODUCT DESIGN
PROCESS AUTOMATION | TEAM MANAGEMENT | AGILE METHODOLOGY

PROFESSIONAL SUMMARY

- 2.5 years of Experience in business analysis.

- Effective translation of business requirement into technology solutions and business process improvements in adherence with company's objectives.

- Developing product vision and strategy with continuous product improvement.

- Efficient in managing teams and stakeholders to negotiate and balance the demands and expectations.

- Feasibility analysis and impact assessment of the solution on the overall business.

TECHNICAL SKILL

Tools- **MS-Word, MS-Excel, MS-PowerPoint, JIRA, SQL, MS-Visio**
Methodologies- **Scrum, Agile, Waterfall**

CERTIFICATES/TRAININGS

- **PSM | PSPO Trained**
- **Agile Business Analysis**
- **ECBA Trained - Business Analysis Certified Professional**
- **Banking Products and Services (CFI)**
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User Experience (UX) Certified
- Accenture

Lean Six Sigma White Belt Certified
- Management and Strategy Institute

Cryptocurrency Certified
-CFI

Enterprise Design Thinking (IBM)

WORK EXPERIENCE

Business Analyst

IRIS Business Service Limited (OCT-2022)

PROJECTS

Banking Project- Reporting to Reserve Bank of India
-As a Business Analyst I am involved in the requirement analysis, requirement gathering and documentation (BRD, User Stories, flow diagram and Wireframe), impact analysis, strategies planning and setting up processes, coordinating with clients for the development of several XBRL/XML reporting to the Reserve Bank of India.
Roles & Responsibilities

- Playing a vital role in managing multiple banking clients which include ANZ Bank, Axis Bank, CSB Bank, DBS Bank, TJSB, Doha Bank, SBM Bank India, Kookmin Bank etc. to help them meeting in regulatory reporting requirement.
- Interacting with clients for issues relating to XBRL documents and implementation of new XBRL standards.
- Ensure On-Time delivery of work in liaison with client & also managing the external communication on day to day basis.
- Providing XBRL conversion services to the Indian base companies.
- Developing various RBI reports with the help of development team and carrying out testing.
- Receiving sign-offs from respective stakeholders & clients.
- Providing technical & functional Support in solving bugs/issues in major banks of India.
- Providing XBRL Solution including data generation solution through ADF (Automated Data Flow), data validations for successful submission of clean data for Banks/Financial Institutions reports to meet regulatory mandate.
- Giving detailed requirements to development team to develop the various modules of the application

Business Analyst

Shanti Packers and Movers Pvt. Ltd. (APRIL-2022) to (SEP-2022)

PROJECTS

PACKERS MOVERS PWS- Business Process Transformation
- As a BA helped the agile team in Creation of packer mover PWS for client. This included developing UI pages for transporters details, deriver details, tracking id, item list and other requirements.
- Payment stage: Pending payments at three different stages visible directly to accounts department and client as well.
- Quotation creation and automated emails.
-Enhancement of various features to suit the requirement of logistics, transporters and movers companies. - Automatic cost calculation after entering floor, location To and FROM, by entering item list. - Item list page.
-Converted various manual & paper based operation processes in to 100% application based process
-Automated creation of sales report and monthly client conversion ratio
Roles & Responsibilities

- Playing a vital role in managing various activities of the project like requirement elicitation, analyzing the information gathered, documenting the functional or business requirements, BRD, FRD, Solution Scope Documents, Interface & Gap Analysis.
- Organizing & Lead Requirement Gathering (Elicitation) meetings using techniques like Interviews, Questionnaires, Interface Analysis, and Document Analysis.
- Conducting “AS-IS” and “TO-BE” analysis and suggest fit for Business Solutions by designing a Change Strategy.
- Prioritization of requirements using MOSCOW.
- Instrumental in product design and development, Solution Analysis & Stakeholder Management ensuring sustainable digitization for various accounting operations.
- Interviewing business units, stakeholders, and technical leaders to gather and clarify business requirements; developing to be business process flows, identifying the impact of the implementation on these business process flows and coordinating the review of the detail design for the business.

- Act as a SME, providing integrated business solutions to develop products in order to cater the business, operational & market needs.
- Act center point of contact for all project activities liaising with stakeholders and agile team

STOCK HOLDING COOPERATION OF INDIA PVT. LTD. (FEB-2017) to (NOV-2018)

COST ACCOUNTANT (CONTRACT ROLL)

Roles & Responsibilities

- Petty cash book making.
- Collecting cost information and maintaining an expenses database
- Construct data accumulation systems
- Review standard and actual costs for inaccuracies
- Plan and record variable costs (e.g. purchases of raw material and operations costs)
- Assisting in month-end and year-end closing

QUALIFICATION

M.COM(2018)- University Of Allahabad

PERSONAL DETAILS

DOB- 24/04/1995 | **LANGUAGE-** ENGLISH + HINDI | **MARTIAL STATUS-** SINGLE