

# Job Description for Business Analyst

## Job Details

- Reference ID: WTPUNBA
- Relevant Experience: 2-4 years
- Position(s):1
- Location: Pune

## Job Responsibilities

- Design holistic and integrated high-level solutions that fit customers' business needs, production operability and budget.
- Construct solution-related documents and specifications. Configures the solution, and creates, executes and maintains accurate and detailed test plans for testing when applicable.
- Get the opportunity to reflect customer needs by gathering business documents and technical requirements.
- Conduct and coordinate with Project Managers and Project Leads to drive the project plan using Scrum methodology and related activities
- Maintain the requirement traceability matrices and follow up with IT on closure of any open points.
- Co-ordinate with developers and QA team to clarify business requirements and participate in stand-up meetings when necessary
- Gather business requirements and create documentation of the business requirements including putting forward recommendations for solutions, where required.
- Participate in and/or lead formal and informal reviews with stakeholders, applying knowledge and experience and providing technical perspective and support.
- Responsible for communicating the solution with customers' business and IT personnel.
- Ensure that the customer understands the solution and receive responses to all open questions and action items.

## Requirements

- Should have deal with international customers before.
- Should have prior working experience with tools like Asana / Trello / JIRA / Zoho Sprints etc.
- Excellent written and verbal communication, including technical writing skills.
- Strong experience as business analyst for a minimum of 24 months.
- Certifications like CCBA / CBAP or PMI-PBA will be advantageous (non- mandatory) for the candidate