Zunaira Javed

Business Analyst

An IT business analyst with holistic knowledge and hands-on experience of requirement engineering tools and techniques, project management, software design & development. Exceptionally well-versed is cutting edge user experience tools and techniques and focused on staying with the industry requirements.

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SKILLS

Use Cases   User Experience   Business Requirement Documents   Requirement Engineering   Wireframing

Prototyping   System Flows   User Flows   User Acceptance Testing   Technical Reporting   Interpersonal Skills

Analytical Thinking   Project Management   Oral and Written Communication   Problem Solving

Result Oriented   Creative Thinking

TOOLS

Jira   Confluence   Microsoft Office   Adobe XD   Invision   Microsoft Dynamics 365   Sharepoint   Mantis

Microsoft Visio   Draw.io   Trello   Slack

WORK EXPERIENCE

Business Analyst
Global Rescue LLC

01/2020 – Present   *Islamabad, Pakistan*

Achievements/Tasks

- Conduct day-to-day project coordination, planning, and implementation across multiple teams.
- Create functional and technical application documents (business requirement documents, use cases etc.).
- System and User Flows Design, Wireframing, Prototyping, User Experience flows.
- User Acceptance Testing (UAT), Integration Testing and Function Testing.
- Coordination with cross-functional development teams during the project lifecycle.
- Maintenance of requirements backlog and requirement prioritization.
- Acting as a liaison between off-shore business team and local development and QA team.
- Safeguarding business rules according to the business needs.

WORK EXPERIENCE

Associate Business Analyst
Global Rescue LLC

01/2018 – 12/2019   *Islamabad, Pakistan*
Achievements/Tasks

- Conduct day-to-day project coordination, planning, and implementation across multiple teams
- Create functional and technical application documents (business requirement documents, use cases etc.)
- System and User Flows Design, Wireframing, Prototyping, User Experience flows
- User Acceptance Testing (UAT), Integration Testing and Function Testing
- Coordination with cross-functional development teams during the project lifecycle
- Maintenance of requirements backlog and requirement prioritization
- Acting as a liaison between off-shore business team and local development and QA team
- Safeguarding business rules according to the business needs

Technical Content Writer
Global Rescue LLC

08/2016 – 12/2017   *Islamabad, Pakistan*
Achievements/Tasks

- Created user guides, tutorials, manuals for off-shore teams
- Ensure accuracy and consistency of documentation
- Assist teams in carrying out day to day work
- Define a consistent voice and tone for the brand across multiple channels.
- Ensure accuracy and consistency across all written content, and incorporate revisions according to current routing procedures.

Front-End Developer
Phlox Inc.

03/2016 – 08/2016   *Islamabad, Pakistan*
Achievements/Tasks

- Design and Development of websites in WordPress, Vanilla Javascript, PHP.
- Custom web design in Javascript, Ionic Framework, WordPress according to client needs.
- Customizations of websites.
- Troubleshooting code and bug fixing.

Wordpress Developer
Persontyle UK

03/2016 – 08/2018   *Remote*
Achievements/Tasks

- Design and development of Machine Learning Event Website in WordPress.
- Design and Maintenance of company websites in WordPress.
- Custom websites in vanilla HTML, CSS and Javascript
- Troubleshooting Code and Bug Fixing

Laravel Developer
Metricsflow

12/2016 – 02/2018   *Remote*
Achievements/Tasks

- Managing new and existing features in Metricsflow product.
- Worked on Laravel APIS and Blade Templating
- Worked on LAMP environment

EDUCATION

Masters of Science in Software Engineering
National University of Computer and Emerging Sciences (FAST-NUCES)

08/2016 – 02/2021   *Islamabad, Pakista*

Courses

- Software Requirements Engineering
- User Experience Engineering
- Thesis in User Experience Engineering and Requirement Engineering
- Software Quality Assurance Engineering
- Software Project Management

Bachelors of Science in Computer Science
Shaheed Zulfiqar Ali Bhutto Institute of Science and Technology (SZABIST)

09/2011 – 02/2016   *Islamabad, Pakistan*

CERTIFICATES

HIPAA Certification (11/2019 – 10/2020)

Software Project Management by Google

Enterprise Design Thinking Practitioner

Enterprise Design Thinking Co-Creator