



## Mohammed Shafaquatullah

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### SUMMARY:

Experienced Business Analyst with a demonstrated history of working in the information technology and services industry. Skilled in Moodle, Negotiation, Business Planning, Requirements Analysis, and Microsoft Word. Strong research professional with a Master of Business Administration (M.B.A.) focused on Strategic Management and Leadership from the University of Sunderland. A career objective is to be a potential resource to the organization where I can utilize all my skills and knowledge which would help the organization to grow and further enhance my growth profile. It would be my never-ending dedication to maintain the spectrum of integrity, honesty and character.

### SKILLS & ABILITIES:

- A customer oriented, multitask professional with excellent analytical and logical skills possesses experience around four years as Business Analyst and Market Research.
- Experience playing the Scrum Master role for around two year for a software development team that was diligently applying Scrum principles, practices, and theory.
- Expertise in achieving cost-effective production with increased quality.
- Expert in identifying the requirements and in finding the system requirements.
- Experience of collaborating with developers and subject matter experts to build the technical vision and analyse trade-offs.
- Expertise in handling internal resources and client management, working on different projects simultaneously with different teams and stake holders.
- Expertise in manual UAT testing.
- An erudite professional with zeal to make a winning career in Market Research and Strategy Planning.
- Ability to pursue new concepts, work independently and in a team as well
- An effective communicator with strong analytical, interpersonal and presentation skills
- Proficient in Ms-office (word, excel, power point) and excel functions such as Pivot tables, Lookups, and other excel functions.
- Well acquainted with sites like Hoovers, Xing, Bloomberg, Jigsaw, Zoom Info, One Source, Linked-in, Lead411, Manta, Reuters, etc.

### PROFESSIONAL EXPERIENCE:

#### FREELANCER | DATA ENTRY | NOVEMBER 2019 TO TILL DATE

- Inserting customer and account data by inputting text based and numerical information from source documents.
- Review data for deficiencies or errors, correct any incompatibilities.
- Verify data by comparing it to source documents.

#### BUSINESS ANALYST | KTREE COMPANY SOLUTIONS PVT LIMITED | JULY 2016 TO JULY 2018

- Works with Product managers and leadership team to define solutions for required product features, eliciting and documenting requirements, performing required workflow analysis, and designing the UI.
- Handling various activities of the project like information gathering, analyzing the information gathered, documenting the functional or business requirements.
- Break down the requirement into stories, guiding the software engineers and QA to ensure deliverable meet the required business needs and also performing UAT testing.
- Supporting and educating the Product Owner, especially with respect to grooming and maintaining the product backlog.

- Work within the agile scrum process, addressing the day-to-day needs of the development team around requirements.
- Arranging daily stand-up meetings, facilitate meetings, schedule meetings, demo, and decision-making processes to ensure quick inspection and proper use of the adaptation process.
- Handling multiple SCRUM teams and Ensuring the Scrum team is in sync with the Product team and adhering all the processes established by the Product team.
- Helping product owners to make the product backlogs in good shape and make them ready for the next sprint.
- Managing the project budget and accordingly planning future activities.

#### **RESEARCH ASSOCIATE | DATAMATICS FINANCIAL SERVICES LIMITED | APRIL 2015 TO JUNE 2016**

- Web Research and Building customized database
- To list build and list research projects based on the specification provided by client
- Sourcing of Accurate data through web research in accordance with guidelines provided
- Profiling of companies and executives from various sector and industries
- Company directory research
- Working on system database for adding/validating data
- Interaction with client
- Guiding a team of researchers and assigning work, taking feed backs from them and reporting to manager and client
- Quality checking the information collected by the researcher
- Training new employees resulting in increased productivity

#### **TRAINEE– BUSINESS ANALYST| FORIS IT SOLUTIONS | APRIL 2014 TO MARCH 2015**

- Responsible for functional testing and detection of bugs for all the tested components.
- Responsible for developing software applications according to the quality standards.
- Work closely with developers and architects to build custom applications.
- Involved in doing Business Analysis and coming up with the new Requirement which is useful for the business
- Interacting with the client regarding requirement Project Updates and Business Analysis.

#### **EDUCATION QUALIFICATION:**

- **Master of Business Administration (MBA) | University of Sunderland, London**
  - Strategic Management and Leadership
- **Bachelors (B Tech) | JNTU University, Hyderabad, India**
  - Computer Science Engineering

#### **PERSONAL DETAILS**

- Date of Birth : 25-12-1989
- Nationality : Indian
- Languages Known : English, Hindi, Urdu and Telugu
- LinkedIn Profile : [www.linkedin.com/in/mohammed-shafaquat-b11bbb85](http://www.linkedin.com/in/mohammed-shafaquat-b11bbb85)