



NARGISH SULTANA

Executive Business
Analyst

PROFILE

An expert in Microsoft Technologies and advance EXCEL knowledge with strong familiarity in software testing concepts, project documentation and besides a working experience about communication, analyze requirements and design concept as a business modeling process which I believe my strength in this area will be very helpful as an Executive Business Analyst for the company.

CONTACT

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EDUCATION

SSC - 2010

AGRANI SCHOOL AND COLLEGE
Science- G.P.A 5.00

HSC - 2010-2012

BIRSHESHTHA MUNSHI ABDUR ROUF COLLEGE
Science- G.P.A 5.00

BSC - 2014-2019

AMERICAN INTERNATIONAL UNIVERSITY- BANGLADESH
C.G.P.A 3.46

Elective Course:

- Management Information System
- Network Security
- Software Quality assurance

WORK EXPERIENCE

SYNESIS IT LTD. Executive Business Analyst April 2018–Present

- I coordinated with a multiple team of stakeholders for the SRS presentation and incorporate changes in process flow working to strict deadlines.
- Manual testing of system and functionality testing with test case preparation and test report
- UI design using HTML 5, Bootstrap 4 and mockup tool pencil and balsamic
- Prepare process flow, context diagram, use case diagram and swim line diagram using star UML and Visio.
- Requirement collection from stakeholder and analysis requirement to define the software Scope and business process.
- To monitor the project progress, reporting progress to the higher authority, creating charts and schedules and strategic influence is one of my side roles here.
- I have prepared resource plan and have knowledge about scheduling within deadline

INTERN AS DOCUMENTATION WRITER WORKSPACE INFOTECH LTD • JAN, 2018 – MAR, 2018

- Prepare some portion of SRS
- Stall Preparation and design plan lead for CS fest

PROJECTS

Bangladesh E-Government ERP System-GRP

- Testing of two modules, Preparation of SRS, UI design, project status report leads and resource estimation of GRP software
- Requirement collection from government client, analyze the requirements and designed as following business modelling concepts and notation.

HR Management System of Department of Disaster Management

- Requirement collection and analyze, scope define and prepare system document.

Worked as freelancer on this e-commerce site

- (<http://spicesshop.com/>), (<http://totalbazarbd.com/>) & (<http://guidelineinternationals.com/>) as a testing Engineer and database creation using phpMyAdmin.

ACHIEVEMENT /WORKSHOP

- 10th position on EATL mobile apps contest
- Certificate on National Hackathon 2016
- Certificate on ESAB Hackathon 2016
- Google Developer Group Dhaka
- Certificate on Banglalink Hackathon

CUTURAL PARTICIPATION

- Participate on 13th ICSQCC (International Convention on Student's Quality Control Circle) at Kathmandu-Nepal
- Active Member of Computer Club and APAC (AIUB Performing Arts Club) at AIUB

SKILL

Specialist Skill:

- Maintain good communication with clients while requirement collection
- Expertise on analysis the requirements to define the scope
- Present myself as a good presenter with instant intelligence and speech ability
- Very Much efficient about client communication and software scope definition

Technical Skill:

- **Database:** phpMyAdmin
- **Web Development:** JavaScript, HTML- 5, CSS-3, Bootstrap-4
- **Working Experience:** CISCO Packet Tracer, VLSM, JMeter, Pencil, Balsamic, Mantis Issue Tracker, Visio, Star UML, User interface using HTML 5