



DEV RAO

Business Analyst

requirements elicitation, process modelling, data analysis

Ahmedabad, India | dev.rao@example.com | ROLE 09-05

FICTIONAL SAMPLE - all employers, qualifications and outcomes are illustrative and unverified.

EXECUTIVE SUMMARY

Business Analyst with an illustrative 12-year career in product strategy, programme delivery and team coordination. Combines requirements elicitation, process modelling, data analysis with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment.

Selected work includes operations process redesign, requirements traceability and reporting definition review. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims.

Prepared for experienced business analyst opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes MBA in Business Analysis. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established.

AT A GLANCE

12 years ILLUSTRATIVE CAREER	4 CAREER APPOINTMENTS	3 WORK EXAMPLES	2 EDUCATION RECORDS
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CORE COMPETENCIES

- requirements elicitation / process modelling
- data analysis / acceptance criteria
- workshop facilitation / traceability
- gap analysis / documentation

PROFESSIONAL MISSION

Turn a clear brief into dependable product strategy, programme delivery and team coordination work: understand the context, apply requirements elicitation and process modelling, record the evidence and explain the limitations before handover.

Career family: Product & Project Management | Snapshot: 2026-09-22

PROFESSIONAL EXPERIENCE / RECENT

Business Analyst

Meridian Product Advisory (fictional)

Jul 2023 - Present | Ahmedabad, India

Independent ownership of scoped business analyst work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples.

- Modelled the current process and agreed target requirements.
- Linked needs to scenarios and acceptance evidence.
- Led brief clarification and prioritised work using requirements elicitation, process modelling and data analysis. Raised unresolved constraints before committing to the next stage.
- Coordinated peer reviews and handover preparation; used a outcome and scope brief to distinguish completed work, assumptions and follow-up needs.
- Supported colleagues with practical examples of acceptance criteria and maintained a concise learning record after important assignments.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Senior Business Analyst

Northline Product Advisory (fictional)

Jul 2019 - Jun 2023 | Ahmedabad, India

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in data analysis and acceptance criteria.

- Facilitated metric definitions and sample reconciliation.
- Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner.
- Applied workshop facilitation and traceability to resolve delivery questions while maintaining source and decision notes.
- Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope.
- Prepared a decision and retrospective record so the next team could understand the work and remaining questions.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

PROFESSIONAL WORKING PRINCIPLES

- Define outcomes, decision owners and constraints before committing to a delivery plan.
- Make dependencies, changes and trade-offs visible to stakeholders.
- Distinguish observed results from forecasts and keep a traceable decision history.

PROFESSIONAL EXPERIENCE / EARLIER

Business Analyst

Cedarbridge Product Advisory (fictional)

Jul 2016 - Jun 2019 | Ahmedabad, India

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions.

- Handled recurring work involving requirements elicitation and process modelling using a documented preparation and review process.
- Supported requirements traceability by organising inputs, maintaining issue notes and incorporating reviewer feedback.
- Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps.
- Improved record consistency through gap analysis and documented handover expectations.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Assistant Business Analyst

Cedarbridge Product Advisory (fictional)

Jul 2014 - Jun 2016 | Ahmedabad, India

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues.

- Assisted with requirements elicitation and data analysis within an agreed scope and escalated unfamiliar work.
- Prepared inputs and checked completeness before passing work to the responsible reviewer.
- Maintained task records and learned to communicate assumptions, constraints and observed problems clearly.
- Applied review feedback to subsequent assignments and developed a dependable working routine.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

SELECTED CONTRIBUTIONS

Operations process redesign. Modelled the current process and agreed target requirements. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Requirements traceability. Linked needs to scenarios and acceptance evidence. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Reporting definition review. Facilitated metric definitions and sample reconciliation. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

SELECTED WORK / 01

Operations process redesign

P1 | Jan 2024 - Jun 2024 | FICTIONAL WORK EXAMPLE

Context. Fictional internal work programme in product strategy, programme delivery and team coordination; not a real client case study.

Problem. Manual handoffs created inconsistent case states.

Objective. Create a workable response to this issue through requirements elicitation, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Contribution and ownership. Business Analyst; owned the stated workstream, not the full organisation or every collaborator contribution.

- Modelled the current process and agreed target requirements.
- Prepared the scope with the commissioning team, identified unresolved inputs and used requirements elicitation to turn the brief into a sequenced work package.
- Applied process modelling and data analysis while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. requirements elicitation / process modelling / data analysis / acceptance criteria

Deliverables. Operations process redesign - scoped brief; Operations process redesign - reviewed working package; Operations process redesign - handover and learning summary

Review. Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a outcome and scope brief and a named human reviewer.

Illustrative outcome: the team adopted a repeatable approach for operations process redesign, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): outcome and scope brief; prioritised delivery or discovery plan; decision and retrospective record.

SPECIALIST PRACTICE

Delivery accountability

The sample focuses on requirements elicitation, process modelling, data analysis. Approvals, supervision and specialist input are identified in each work package; work outside this scope is referred to the designated responsible person.

Peer learning and practical guidance. Created short examples on requirements elicitation and acceptance criteria for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

Review and handover discipline. Facilitated practical reviews of requirements traceability, ensuring that unresolved issues retained a named owner rather than disappearing from final presentations.

Commercial authority and acceptance decisions remain with the designated human owners in each example.

SELECTED WORK / 02 AND 03

Requirements traceability

P2 | Jan 2025 - Jun 2025 | Meridian Product Advisory (fictional)

Problem. Changes reached development without context.

Objective. Create a workable response to this issue through process modelling, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Business Analyst; owned the stated workstream, not the full organisation or every collaborator contribution.

- Linked needs to scenarios and acceptance evidence.
- Prepared the scope with the commissioning team, identified unresolved inputs and used data analysis to turn the brief into a sequenced work package.
- Applied acceptance criteria and workshop facilitation while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. process modelling / data analysis / acceptance criteria / workshop facilitation

Delivered. Requirements traceability - scoped brief; Requirements traceability - reviewed working package; Requirements traceability - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for requirements traceability, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): outcome and scope brief; prioritised delivery or discovery plan; decision and retrospective record.

Reporting definition review

P3 | Jan 2020 - Jun 2020 | Northline Product Advisory (fictional)

Problem. Business measures used conflicting rules.

Objective. Create a workable response to this issue through data analysis, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Business Analyst; owned the stated workstream, not the full organisation or every collaborator contribution.

- Facilitated metric definitions and sample reconciliation.
- Prepared the scope with the commissioning team, identified unresolved inputs and used workshop facilitation to turn the brief into a sequenced work package.
- Applied traceability and gap analysis while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. data analysis / acceptance criteria / workshop facilitation / traceability

Delivered. Reporting definition review - scoped brief; Reporting definition review - reviewed working package; Reporting definition review - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for reporting definition review, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): outcome and scope brief; prioritised delivery or discovery plan; decision and retrospective record.

EDUCATION AND SPECIALIST LEARNING

MBA in Business Analysis

Asterbridge Institute of Professional Studies (fictional institution)
Jul 2012 - May 2014 | completed - fictional record
Focus: requirements elicitation, process modelling, acceptance criteria. Specialist study on operations process redesign; an illustrative learning project, not a published result.

B.Com in Business Administration

Cedarhaven College of Applied Studies (fictional institution)
Jul 2009 - May 2012 | completed - fictional record
Focus: data analysis, workshop facilitation, traceability. Applied coursework in requirements elicitation, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Stakeholder facilitation workshop (2023). Requirements elicitation and acceptance criteria in the context of business analyst work. Used reflective exercises and a bounded practice example related to operations process redesign.

Outcome measurement practicum (2024). Process modelling and workshop facilitation in the context of business analyst work. Used reflective exercises and a bounded practice example related to requirements traceability.

Dependency and risk planning (2025). Data analysis and traceability in the context of business analyst work. Used reflective exercises and a bounded practice example related to reporting definition review.

Provider for these illustrative learning records: Meridian Professional Learning Studio (fictional). Not a licence or certification.

LANGUAGES AND WORKING PREFERENCES

English and Hindi - professional working proficiency in this fictional record.

Work arrangement: hybrid; remote feasibility discussed per role. Relocation: open to discussion - sample preference. Availability: not confirmed; discuss before an interview.

CREDENTIAL AND EVIDENCE STATUS

Commercial authority and acceptance decisions remain with the designated human owners in each example.

Synthetic qualification and institution names illustrate profile fields only; they are not a validated qualification route or recognised accreditation claim.

No real referee, endorsement, award, publication, membership or licence is supplied.

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Contact placeholder: dev.rao@example.com. No phone, live profile URL or verified reference is supplied.

Complete machine-readable data: profile.json. Interactive companion: portfolio.html. Reference CV used for structure only; this is not Ajay Prajapat's biography.