

# Nivedha S

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## EDUCATION

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### B.E Computer Science and Engineering

2021 – 2025

Chennai Institute of Technology  
CGPA - 8.5

## PROFESSIONAL EXPERIENCE

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### ADYA 07/2024 – 07/2025

Business Analyst Trainee

- Conducted **requirement gathering and elicitation** from stakeholders to create **BRDs, FRDs, and use cases**
- Performed **gap analysis** and ensured **business requirements alignment** with development teams.
- Supported **UAT planning, test case creation, and validation** of deliverables against requirements.
- Created **process maps and workflows**, participated in sprint planning and stand-ups

### Aivirex Innovations LLP 06/2023 – 09/2023

Web developer Intern

- Created a responsive ReactJS website prioritizing user experience with a clean UI. Implemented Firebase for secure authentication, enhancing access controls. Focused on optimizing website usability through effective UI design.

## PROJECTS

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### Adya's Marketing Agent 01/2025

<https://marketing-agent.adya.ai/>

- Led requirements gathering for the **post scheduling system**, identifying workflows for multi-platform publishing.
- Created BRD, user stories, and process flow diagrams to define scheduling logic & dependencies.
- Supported UAT to validate scheduling accuracy and content delivery across platforms.

### Adya's Recruiter Agent 03/2025

<https://recruiter.adya.ai/>

- Documented requirements for **offer letter automation**, covering templates, workflows, and approval steps.
- Developed use cases, acceptance criteria, and process maps for end-to-end recruitment flow.
- Collaborated with dev & QA teams to validate automated offer rollout via UAT.

### E-Commerce Sales Dashboard 08/2025

- Built an interactive Power BI dashboard to track KPIs like revenue by category, AOV, CLV, and return %.
- Imported Kaggle datasets into SQLite and used SQL to aggregate sales, calculate averages, and analyze customer behavior for visualization.
- Delivered actionable insights for marketing, inventory, and customer retention decisions.

## CERTIFICATIONS

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- Business Analysis Basics (SimpleLearn) [🔗](#)
- Career Essentials in Business Analysis by Microsoft & LinkedIn
- LinkedIn - Project Management Foundations: Requirements
- LinkedIn - Requirements Elicitation for Business Analysis: Stakeholder Conversations

## SKILLS

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### Business analysis

Requirement Gathering, BRD, FRD, Use Cases, User Stories, Process Mapping, Workflow Analysis, Stakeholder Management, Gap Analysis, Jira, UAT, Test Cases, Acceptance Criteria

### Programming Languages

Python

### Data visualization

PowerBI (dashboards, charts, basic DAX)

### Database

MySQL (queries, joins, aggregations)

### MS Office & Tools

Excel, PowerPoint, Word, Outlook, One Drive

## LANGUAGES

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English, Tamil