



SHALU DIXIT

BUSINESS ANALYST

CONTACT

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Jaipur, Rajasthan

EDUCATION

2023-2025

JECRC UNIVERSITY

- Master of Computer Application

2020-2023

MAHARISHI ARVIND, RU

- Batchelor's of Computer Application

SKILLS

- Requirement Gathering & Analysis
- Documentation & Reporting
- User Stories & Use Cases
- Agile
- Scrum
- Wireframing & UI Mockups
- Figma
- Microsoft: Word, PowerPoint, Excel
- Communication
- Team Work
- Time Management
- Problem Solving
- Leadership

ABOUT ME

I'm a recent Business Analyst with hands-on experience gained during a 6-month internship and a full-time role at Dotsquares. I've worked closely with tech and product teams to gather requirements, write user stories, and create wireframes using Figma. I've also written blogs and case studies on AI services for the company website. I enjoy simplifying complex problems, working in Agile teams, and being the bridge between business needs and tech solutions.

WORK EXPERIENCE

Dotsquares

APRIL25- PRESENT

Business analyst

- Work with Agile teams on daily standups, sprint planning, and retrospectives
- Create user stories, manage backlogs, and help define acceptance criteria in Jira
- Use Figma to design wireframes that support client requirements and product flows
- Contribute blog posts and case studies on AI and digital solutions for the company website
- Coordinate with developers, QA, and design teams to ensure requirements are clear and complete

Dotsquares

Jan25-March25

Business Analyst Intern

- Learned Agile project management by observing and participating in team sprints
- Assisted in writing documentation and creating task boards in Jira & Confluence
- Attended client meetings and helped translate business needs into draft user stories
- Practiced wireframing with Figma and built simple prototypes for internal discussions

PROJECT

- Internal Tool Wireframes** - Created initial design layouts for a company tool using Figma, improving internal team discussions.
- AI Case Studies** - Wrote blogs and case studies about AI services for Dotsquares' website, after research and team input.