

# Jihad Reda

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## S U M M A R Y :

A Business Analyst and Requirements Engineer with good knowledge in Business and Technical fields, experienced in requirements lifecycle including Requirements planning, Elicitation and Discovery, Analysis and Design, Documentation, Validation and Management. Each is supported with various techniques and tools, and collaboration with project manager, technical and quality team assure that project is headed in the right direction along with communicating with customer during all the project stages

## W O R K E X P E R I E N C E :

- **Business Analyst and Project Coordinator** Feb 2020 – Present  
Element Blue, Dubai, UAE
- **Technical Support Engineer** May 2019 – Oct 2019  
MSC - Masria Security Solutions, Cairo, Egypt

## P R O J E C T S :

- **RAK Notary System revamping** - Feb 2020 – Present

Client: RAK EGA (Ras Al-Khaimah Electronic Government Authority)

Role: Business Analyst and Project Coordinator

Responsibilities:

- Conduct sessions with client to discover, elicit, elaborate, analyze, validate and review requirements
- Discover the as-is solution and perform gap analysis to revamp and build the to-be solution
- Identify integration points and make sure that integration systems are meeting the requirements
- Document and Validate the requirements and Create BRD (Business Requirements Document)/ SRS (Software Requirements Specification) documents to be signed off by client and delivered to technical team.
- Create documents to provide metadata, DB content, UI screens samples, translation, use cases, user stories and presentations to elaborate the requirements.
- Create Wireframes to propose to client and guide UI team.
- Being the focal point between the client and the technical team
- Collaborate with Solution Architect, technical team leader, technical and quality team to build the solution.
- Perform Business (behavioral) testing of implemented features and assist quality team in their testing.
- Requirements management and tracking during all the project stages.
- follow up the team in their tasks and update the status to the project manager
- Demonstrate system to the customer and educate business users.
- Assist project manager in updating project plan, creating the WSRs and WBS
- Identify and track the risks in all project stages and highlight their impact in the project timeline/ resources
- Identify the changes and create Change Requests when needed with analyzing the impact of the change on the solution
- Maintain the solution Traceability Matrix

## P E R S O N A L I N F O R M A T I O N :

**Full name:** Jihad Reda Elsayed Elsanousi

**Gender:** Female

**Date of Birth:** August 23, 1994

**Occupation:** Business Analyst and Project Coordinator

## E D U C A T I O N :

- **Bachelor of Engineering, Electronics & Communication Department**

Misir Higher Institute for Engineering and Technology, Mansoura, Egypt, 2012-2017

Grade: Good

- **High School, Science section**

Um Ammar Secondary School, Abu Dhabi, United Arab Emirates, 2012

Grade: Excellent

## L A N G U A G E S :

- **Arabic**

Mother tongue

- **English**

Very good at writing, reading, listening and speaking

## T E C H N I C A L S K I L L S :

- **Business Analysis methodologies:**  
Waterfall, Agile

- **Tools:**

Microsoft Visio, Visual Paradigm, Microsoft Project, Microsoft Office

- **Data Modeling:**

ERD, UML (i.e. Activity, Sequence, Use Case, Class diagram)

- **Programming Languages:**

Java, SQL

- **OOP Principles**

**- Assessment of Paperless Solution - Apr 2022 – Oct 2022**

Client: NAKHEEL PJSC

Role: Business Analyst

Responsibilities:

- Conduct sessions with internal and external stakeholders (business users, business champions and technical team)
- Plan, Discover, elicit and analyze requirements.
- Document and validate the requirements.
- Discover the as-is solution and environment and analyze the challenges
- Collaborate with stakeholders to explore the vision and prioritize the requirements.
- Collaborate with the project manager to determine the timeline and organize the sessions with the stakeholders
- Collaborate with the technical team to assure that proposed solutions are Fulfilling the requirements and satisfying the client

**- NBK BAW upgrade – Sep 2020 - Apr 2021**

Client: NATIONAL BANK OF KUWAIT

Role: Project Coordinator

Responsibilities:

- follow up the team in their tasks and update the status to the project manager
- Assist project manager in updating project plan, creating the WSRs and WBS
- Identify and track the risks and highlight their impact in the project timeline/resources

## **T R A I N I N G S   A N D   C O U R S E S   A T T E N D E D :**

**- Certified Business Analyst Professional CBAP – HRDC Accredited – HRD University – Jan 2023**

A BABOK V3 based Business Analysis Course in below Topics:

- |  |  |                                       |
|--|--|---------------------------------------|
| 1. Business Analysis Planning and Monitoring | 2. Elicitation and Collaboration               | 3. Requirements Life Cycle Management |
| 4. Strategy Analysis                         | 5. Requirements Analysis and Design Definition | 6. Solution Evaluation                |
| 7. Agile Perspective                         | 8. Business Intelligence Perspective           | 9. Information Technology Perspective |
| 10. Business Architecture Perspective        | 11. Business Process Management Perspective    |                                       |

Certificate Link: <https://www.hrduniversity.org/certificates/6lxdevhqub>

**- IIBA Certified Business Analysis Professional (CBAP) Preparation Course – The Knowledge Academy – Jan 2023**

**- Agile Business Analysis – Reqmaster – Oct to Dec 2021**

A 15 hours training on Agile Business Analysis

**- Business System Analysis Program – Reqmaster – Feb to Oct 2021**

A 60 hours Business System Analysis program, covering below courses:

- |                                      |   |                                     |
|--------------------------------------|---|-------------------------------------|
| 1- Fundamentals of Business Analysis | 2- Requirements Discovery               | 3- Requirements Analysis Techniques |
| 4- Requirements Communication        | 5- Requirements Planning and Management |                                     |

**- Java Web Development Diploma – Senior Steps - IT training center - April- October ,2019 – Nasr City, Egypt.**

- **Light Current course – 2017** (self study)
- **Introduction to GSM Workshop** –Excellence training center - July, 2017- Nasr City, Egypt
- **GSM course- 2017** (self study)
- **CCNA course- 2016** (self study)
- **Training at National Energy Control Center (Load Dispatch Center LDC) - Ministry of Electricity and Energy - August 23 - October 3, 2015- Giza, Egypt**
- **Training at West Cairo Power Station - Cairo Electricity Production Company - July 5 - August 21, 2014- Giza, Egypt**
- **C# workshop - Microsoft Student Partner Tech Club in MET academy - April, 2014- Mansoura, Egypt**