

JAMILA RAILWAYWALA

BUSINESS ANALYST | DEVOPS ENTHUSIAST

PROFESSIONAL SUMMARY

Aspiring Business Analyst with a strong analytical mindset and a background in cosmetic research and development. Recently completed certifications in Business Analysis Fundamentals and Agile tools, with a focus on improving software change management processes. Experienced in R&D, category management, and cross-functional stakeholder collaboration, eager to apply process improvement and automation principles within a DevOps environment.

CONTACT

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WORK EXPERIENCE

Business Analyst Intern

Self-Driven Case Study | Jan 2024 - Present

- Conducted a mock business analysis project focusing on software change management process optimization.
- Gathered requirements, performed gap analysis, and developed process improvement solutions.
- Created visual dashboards and process documentation using Excel and Jira

Sr. Product Developer

Tinge Cosmetics Pvt. Ltd. | Jan 2023 - Sept 2024

- Managed NPD and R&D projects for skin care and color cosmetics aligned with brand strategies.
- Analyzed market trends to ensure category progression and product innovation.
- Collaborated with vendors for raw material procurement and led QA/QC processes.

Cosmetic Formulator

Hathmic Cosmetics | Aug 2022 - Dec 2022

- Conducted R&D for skin care products, ensuring stability and effectiveness.
- Led product sampling, testing, and raw material procurement and led QA/QC processes.
- Analyzed market trends to ensure category progression and product innovation.

AWARDS AND CERTIFICATION

- Business Analysis Fundamentals & Tools – [Udemy]
- Microsoft 365, Jira, Trello, AI for Business Analysts – [Udemy]
- MSCIT Certification
- 2nd Rank at Technothon 2K17
- Secured 1st Rank in College Exhibition “MAHER BAZAR” for Cosmetic Product Innovation
- Represented University at State-Level Avishkaar Competition (Category: Medicine and Pharmacy)

ACADEMIC HISTORY

M.Tech in Cosmetic Technology

Rashtra Sant Tukdoji Maharaj, Nagpur University |
2020 - 2022

B.Tech in Cosmetic Technology

Sant Gadge Baba Amravati University | 2016 - 2020

Relevant Coursework:

Business Analysis, Project Management, Market Research

SKILLS

- Business Analysis & Problem Solving: Requirements gathering, documentation (BRD, FRD), and process optimization
- Software Change Management: Exposure to Agile, Scrum, Waterfall and DevOps methodologies
- Process Improvement & Automation: Identifying bottlenecks and enhancing workflows
- Market Research & Competitive Analysis: Experience in R&D and category management
- Stakeholder Management & Communication: Engaging cross-functional teams for successful project execution
- Technical Tools: JIRA, Microsoft Office Suite (Excel, Word, PowerPoint), Enterprise Architect
- Process Documentation: SOPs, process maps, and training materials development

LANGUAGES

- English: Fluent
- Hindi: Fluent
- Gujarati: Fluent
- Arabic: Basic

STRENGTHS

- Strong analytical and problem-solving abilities
- Ability to manage multiple tasks effectively
- Strong communication and negotiation skills
- Quick learner with a positive attitude

DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief.