

Pavel Zh.

The specialist who prioritizes customer needs and strives for the highest quality in every product. A true team player, constantly developing professional skills and ready for new challenges.

Brief Information

- Proficient in development methodologies like Waterfall, Agile (Kanban, Scrum).
- Domain analysis and business process analysis; Business Model Canvas; stakeholder analysis; SWOT analysis.
- Understanding of software development principles.
- Preparation of documentation according to GOST 34 and 19 requirements, Vision and Scope, Software requirements specification, Use Cases, User Stories.
- Project backlog management (Atlassian Jira, Asana).
- UML modeling (Class diagram, Use case, Activity, Sequence diagram), BPMN.
- Creation of various types of prototypes (Sketch, wireframe, mock-up, and simulation): Figma.
- Working with API documentation.
- Basic knowledge of SQL fundamentals.

General Information

Education	
Education Institution	Military Academy of the Republic of Belarus, 2017
Specialization	Engineer. Technical operation of aircraft and aircraft engines
Degree	Bachelor
Languages	
Russian	Native
English	B1, Intermediate
Location	
Lithuania, Vilnius	

Skills

	Last year of use
MS Office	2025
Google Doc	2025
Битрикс24	2025
Confluence	2025
Jira	2025
Asana	2025

Next Cloud	2025
Figma	2025
Draw io	2025
Miro	2025
Zoom	2025
Teams	2025
Jitsi	2025

Projects

Company	PlaysDev
Industry	Insurance
Period	November 2024 – present
Technologies	<i>MS Office, Next Cloud, Figma, Draw io, Miro, Bumpukc24</i>
Role	Business Analyst
Responsibilities	Development of a system for automating insurance procedures. My responsibilities: • Communication with the customer and key stakeholders; • Collection and analysis of requirements, validation and verification; • Description of the business process in BPMN notation; • Maintaining documentation on the project for the development team (requirements specification) and for delivery to the customer.

Company	NDA
Industry	Antitrust regulation
Period	March 2023 – December 2023
Technologies	<i>MS Office, Next Cloud, Miro, Draw io, Figma, Asana</i>
Role	Head of the BA team, Business Analyst
Responsibilities	Transfer and modernization of the software of the state information resource the field of antitrust regulation to another platform. Adding new functionality to the software. My responsibilities: • Communication with the customer and key stakeholders; • Identification, collection and management of requirements; • Modeling and describing business processes in BPMN notation; • Prototyping of all software functionality; • Creating a prototype simulation in Figma; • Continuous interaction within the team; making decisions on various tasks; • Creating User Stories, including acceptance criteria; • Creating and managing tasks in Asana;

	• Maintaining documentation on the project for the development team (SRS, administrative electronic regulations); • Writing documents for project delivery according to GOST 34 (technical specifications, explanatory note, user manual, reporting documentation); • Conducting a product demonstration to the customer and key stakeholders; • Conducting a retrospective for the team at the end of the project.
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Company	NDA
Industry	Food production
Period	January 2023 – March 2023
Technologies	<i>MS Office, Nextcloud, Draw io, Miro</i>
Role	Business analyst
Responsibilities	Support and refinement of the ERP system at a large enterprise in the food industry. Development of technical specifications for refinement of the ERP system for enterprise resource accounting. My responsibilities: • Communication with the customer; • Identification, collection and management of requirements; • Modeling and description of business processes in BPMN notation; • Creation of User Stories, including acceptance criteria, prototypes and dependencies; • Continuous interaction within the team, clarification of user stories; • Creation of technical tasks for the development team, including a description of technical details (description of endpoints, input and output parameters, implementation logic, etc.).

Company	NDA
Industry	Electronic document management, government services
Period	November 2022 – December 2024
Technologies	<i>MS Office, Next Cloud, Figma, Draw io, Miro</i>
Role	Head of the BA team, Business analyst, systems analyst, technical writer
Responsibilities	Integration of the electronic document management system and the electronic services portal. The ability to order a service online and receive a notification and/or the result of the service online on the portal, as well as the ability to receive a request and process an order in the electronic document management system.

	My responsibilities: • Communication with the customer and key stakeholders; • Collection of requirements and their analysis, validation and verification; • Modeling the To be business process in BPMN notation; • Prototyping part of the functionality; • Maintaining project documentation for the development team (administrative electronic regulations); • Writing documents for project delivery in accordance with GOST 34 (technical specifications, explanatory note, user manual, reporting documentation); • Conducting a product demonstration to the customer and key stakeholders; • Team management (3 people): setting tasks, distributing them, checking tasks.
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Company	NDA
Industry	Digital platform “Smart City”, Public administration, social life of citizens, provision of B2P services
Period	August 2022 – December 2024
Technologies	<i>MS Office, Next Cloud, Figma, Draw io, Jira, Confluence, Miro, Google Doc</i>
Role	Business Analyst
Responsibilities	Development and justification of requirements for the creation of the Smart City digital platform. Creation of a digital platform. My responsibilities: • Creation of documentation (User Stories, SRS, for the team, stakeholders and end users); • Identification, collection and management of all levels of requirements; • Communication with the customer and key stakeholders; • Creation of User Stories, including acceptance criteria, prototypes and dependencies; • Creation and management of tasks in Jira; • Modeling a business process in BPMN notation; • Continuous interaction within the team, clarification of user stories; • Analysis of existing system functions, usability of the solution; • Prototyping of all platform functionality; • Collaboration with the team to make decisions on various tasks; • Constant interaction within the team; making decisions on various tasks; • Maintaining project documentation for the development team (administrative electronic regulations); • Writing documents for project delivery according to GOST 34 (technical specifications, explanatory note, user manual, reporting documentation); • Working with API documentation of the existing system and systems with which there is integration. • Conducting a product demonstration to the customer and key stakeholders; • Conducting a retrospective for the team at the end of the project.

