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| **Experience Summary- Business Analyst**  Techno-Functional Certified Scrum Master IT professional having 10+ years of experience as Business analyst (Requirement gathering, documentation, Testing), consultant in Filemaker (RDBMS-a subsidiary of Apple Inc.) , technical writer, coordinator. Apparent team leader with passion to train, Coordinate, manage and motivate people. |
| Geetanjali.sharma4@genpact.com  +91- 9911279190 |
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**Job Responsibilities:**

* Currently working as **Business Analyst** in **GE Grid Solutions**.
* Taking Buisness Requirements, analysis on requirements, Create BRD.
* Working as a liaison between business and Scrum team, to ensure smooth implementation and to clarify the business requirements/queries to the team members.
* Working closely with developers/Testers to ensure technical compatibility and user satisfaction
* Involvement during Sprint Planning, Identifying tasks, Time Estimation .
* Facilitating Daily Standup and Retrospective calls for Scrum team.
* Testing the sprint items at unit level and file the bugs into ALM.
* Excellent analytical and problem-solving skills; commitment to delivering great software and releasing it quickly, efficiently and with increasing quality
* Determine, document, and organize user requirements for business processes.

**SKILLS & TOOLS**

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| * **SDLC Methodologies:** Waterfall, Agile * **Documentation Tools:** Confluence, MS Word, MS Excel, MS Power Point * **Database:** Filemaker, PostgreSQL, SQL,Oracle * **ERP:** Filemaker, Sales force. * **Project Management :** Rally, Trello * **Other:** Tableau, Filemaker |

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| **EDUCATION & CERTIFICATIONS**  **Education**   * MCA **University:** MDU , Rohtak * MBA**- Operational (IGNOU**)   **Certifications**   * Filemaker Certification (Subsidiary Apple), san Francisco * **Certified Scrum Master-( Scrum Alliance)** * Training on RPA-Automation Anywhere * Training on Lean |

**Professional Experience:**

1. **Project Name**: **OMW-Offer Management Warehouse** (Client: GE-Grid Solutions)

**Description:** OMW is Web based Appliaction, which is a replacement of Desktop application , as legacy application source code is not available. This Application is also integrating SAP and Speakage. Application is compatible with GS global standards and processes. Application is implementing authentication and authorization. In this Application, we are following Agile Methodology (SCRUM) for delivering required functionalities.

**Duration**: February 2019 – September 2019

**Role**: Business Analyst

**Environment/Tools**: Asp.Net MVC, C#.Net, Web API, JQuery, Bootstrap and Entity Framework, MS-Office

2. **Project Name**: **GEHC** (Client: GE-Digital)

**Description:** Deploy PHP application on Power BI database server, before that coordinate with client, confirm and match requirement with implemented work.

**Duration**: December 2018 – January, 2019

**Role**: Project Coordinator /Business Analyst  
**Environment/Tools**: PHP, BI Server, Box, MS-office

3. **Project Name**: 1. PPS 2. Digital Bin -**Client: GE-Digital**

**i)** **PPS- Pick Pack Ship**:- This application is used for

1. Tracking picked items from lift storage system.
2. Tracking shipments through RFID verification.
3. Tracking packing prediction for all orders
4. Capturing any feedback for any items.

**ii) Digital Bin:** This application is basically for tracking quantity of items ( nut/screw/bolt) at particular rack. To provide a dashboard where items quantity data from scale are been showed to the user and if quantity reach below a threshold an alert is been triggered

**Duration**: March 2018 – November, 2018

**Role**: Technical Writer/Business Analyst  
**Environment/Tools**: Confluence, Rally, MS-Office, Github, Postgres, Polymer, GE Box

4. **Project Name**: FMAPPs Client**: GE-Energy management**

**Description:** FMAPPS has 3 filemaker application named

**i) PMPRO:** This Application is to keep the track of Tool's & Equipment Maintenance History those are being used in the production. It keeps the track of Tool's Production Run , Work Performed on Maintenance through PM & Non-PM work Request/ Maintenance alert/ PM Trigger, Maintenance Processes, Work History, Operator History etc. Data Security is been measured and controlled through different level of access.

**ii) PQMT:** It is a one stop shopping with integrated tool sets which keep track of Plant data, PQMT, CAR, Scorecards, IMT, Best Practices. Features are below:

1. It has dashboard by business, product lines, product grouping.

2. Integration to GEE QMS.

3. Quality management tool that provides the reporting functions easily

4. Mature system customizable to changing business needs.

5. Standardized reporting in every plant

**iii) ET**: This is for project management for GE different business (Industrial Solutions, Energy management, , Power conversion, Oil & Gas Etc.). These Apps are using since more than 15+ Years. Features are below:

1. Manufacturing – for VCP (Variable Cost Productivity) programs
2. Sourcing – for Deflation programs
3. Engineering – for DMP+ programs
4. EHS – for database of approved Investment/P&E programs
5. IT – for database of approved Investment/P&E programs
6. Finance - monthly audit of benefits
7. GSC leadership - review of cost-out status and plans
8. Engineering leadership - review of cost-out status and plans

**Duration**: August, 2011 - January, 2018

**Role**: Team Lead/Business Analyst  
**Environment/Tools**: Platform: Windows 7, Filemaker 14 Pro advanced, Filemaker 14 Server, Citrix, IWP

**5. Project Name**: FMOP **Client: AIIMS hospital- Neurological department**

**Description** : It was for Neurological department where i had to do keep track all the work of department and automate in my application like acquisition to give appointment, then transfer data to MCR/CT scan technical , after that transfer to junior resident to senior resident, then generate reports as per that.

**Duration:** July 2010- March 2011

**Role:** Developer/analyst/Coordinator (interact with client then implement as per that)  
Environment/Tools : Platform: iMac , FILEMAKER server 11 and file maker server 11, Apple script.

**ACHIEVEMENTS**

* On time delivery of project according to set standards regarding order, clarity, conciseness, style, & terminology
* Bug free and timely delivery.
* Improved quality of application processing wise, consistentency and stability.
* Completed almost 45 automation in GE Filemaker Applications