

**Geetanjali Sharma**

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UP-201010



**Professional Summary- Business Analyst-Scrum Master /Lead Developer**

Techno-Functional IT professional having 10+ years of experience as a Business analyst –Scrum Master, Agile Coach, Lead Developer in Filemaker technology (RDBMS-a subsidiary of Apple Inc.), coordinator. Working in Agile Environment with multiple roles .Apparent team leader with passion to train, coordinate, manage and motivate people.

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**Job Responsibilities:**

* Working as a liaison between business and Scrum team, to ensure smooth implementation and closely monitoring progress of the project.
* Following ScrumBan (Scrum and Kanban) agile methodology in Security operations center for 5 operational teams using Trello board (visualization tool).
* Providing suggestions to the development team during the development stage of project to meet the client’s business needs to ensure customer satisfaction.
* Defining business requirements and reporting them back to stakeholders
* Organize Sprint meetings (Sprint Planning, Retrospective, Sprint Review, Backlog Refinement) and knowledge sharing sessions with teams.
* Testing at unit level and file the bugs into ALM.
* Prepare accurate and detailed requirement specifications documents, user interface guides, and functional specification documents.

 **TOP SKILLS & TOOLS**

**SDLC Methodologies** : Waterfall, Agile

**Documentation Tools** : Confluence, MS Word, MS Excel, MS PowerPoint

**Database** : Filemaker, PostgreSQL, SQL, Oracle

**ERP** :Filemaker, Sales force.

**Project Management** : Rally, Trello

**Other** : Tableau

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| **EDUCATION & CERTIFICATIONS** |
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**Education**

* MCA**:** MDU , Rohtak
* MBA**:** Operation management (IGNOU)

**Certifications**

* Filemaker Certification (Subsidiary Apple), san Francisco
* Certified Scrum Master-( Scrum Alliance)
* Training on RPA-Automation Anywhere
* Training on Lean

**Employment History**

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|  | Company Name | Designation | Location | Joining Date | Relieving Date |
| 1 | Genpact | Consultant | Noida | July- 2017 | Till date |
| 2 | Birlasoft India Ltd. | Senior Software Engineer | Noida | Aug- 2011 | July -2017 |
| 3 | RSG Software Services | Team Leader | Delhi | Oct-2009 | July-2011 |
| 4 | Mindfire Solutions | Software Developer | Delhi | July -2007 | Sep- 2009 |

**Professional Experience:**

1. **Project Name**: **Security Operations Center** (Client: Boston Consulting Group-BCG)

**Description:** Security Operations Center (SOC) deals with three basic things:

1. Safeguard strategic, confidential client data and comply with growing international data privacy regulations.
2. Protect BCG-Owned infrastructure and data.
3. Highlight BCG’s thought leadership to best-in-class cybersecurity.

SOC’s capable of following activities:

* Enhanced detection and incident response.
* Network security
* Proactive cyber defense
* Vulnerabilities Assessment and Penetration Testing (facilitation)
* Threat and Malware Protection
* Engineering and Shared Tools
* Data Protection
* Back-Office(Quality, Knowledge, BA)

As Security operations are different from Development, It is not possible to follow the all Scrum events and activities. So I am trying to implement Scrumban (Scrum +Kanban) methodology. To visualize the things using Trello –Kanban style scoreboard and mapping it with Scrum events/ceremonies/activities like, instead of Daily stand up call, go with thrice in week for it. Schedule a monthly meeting to prioritize the upcoming task like Sprint Backlog/goals using Trello.As all team members are spread across the globe so choose the Webex and Slack for stand up call meetings and other interactions medium.

**Duration**: October 2019- Present

**Role**: Scrum Master/Agile Coach

**Environment/Tools**: Trello- Excel, Power point, Webex, OneNote

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

**Description:** OMW is Web based Application, which is a replacement of Desktop application. As legacy application source code is not available. This Application is also integrating SAP and Speakage Applications. 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/Scrum Master

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

3. **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

4. **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-Scrum Master Agile Environment  
**Environment/Tools**: Confluence, Rally, MS-Office, Github, Postgres, Polymer, GE Box

5. **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

**6. 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, consistency and stability.
* Completed 45 automation for GE Filemaker Applications Project.
* Implemented Automation Bots on Trello boards to make ease for team work while using Trello.