



Rajni Garg

CSM Sr. Business Analyst seeking roles in Agile Project Management, Program Management, Requirement Gathering, Business Analysis, Stakeholder Management, Use Cases, User Stories, BRD, FRD, Scrum, Agile, SharePoint, Basecamp, Trello, Bugzilla, Clear Quest, Mantis

Current Designation: Sr. Business Analyst -IT	Total Experience: 12 Year(s) 0 Month(s)
Current Company: Ably Soft Pvt Limited	Notice Period: 1 Month
Current Location: Mohali	Highest Degree: PG Diploma [Computers]
Pref. Location: Mohali, Chandigarh, Chandigarh	
Functional Area: IT Software - Application Programming / Maintenance	
Role: Business Analyst	
Industry: IT-Software/Software Services	
Marital Status: Married	
Key Skills: Agile Project Management, Program Management, Requirement Gathering, Business Analysis, Use Cases, User Stories, BRD, FRD, Scrum, Agile, SharePoint, Basecamp, Bugzilla, JIRA, Zendesk, SQL Server, Client Management, Requirement Analysis, Requirements, Client Servicing	

Verified: Phone Number | Email - id

Last Active: 22-Jan-21

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Summary

Total industrial work experience with 11+ years with more than 3 years of experience as Business Analyst in IT Industry. A Certified Scrum master (CSM) from Scrum Alliance
Extensive experience in gathering and analyzing business requirements and processes and developing specification documents.
Experience in projects documentation (Product Backlog, User Stories, Features, DFDs, BRDs, FRDs, etc....) and estimations.
Hands on taking care of that the deliverable are as per the quality guidelines and a key player in getting the process well-defined and executed
Proficient in Meetings, Client Communication, Iteration/Sprint Planning meeting and Project management
Helping in improving business by providing suggestions in project development.
Experience in handling web and mobile apps projects.

Work Experience

Ably Soft Pvt Limited as Sr. Business Analyst -IT Oct 2018 to Till Date

Roles and Responsibilities:

Execute Estimation process & Requirement Gathering during the pre-sales and project execution cycle.
Assess project technical risks and issues and provide solutions where applicable
Gets involved in discussions and meetings with stakeholders aiding requirement clarifications/ handling use cases and updating the SOW/ HRD/ FRD documents
Continuously update project SOW documentation i.e. Feature list, HRD>High level requirements document, FRD>Functional Requirements Document, DFD, Process Flow Diagrams, Project Plans, Sprints Planning, User stories, Change Requests, product backlogs etc. required at different SDLC phases (Waterfall/Agile/Scrum methodologies) if required as per client request.
Responsible for preparing project plans, schedules, keep a check on allocated Vs exhausted hours, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner
Organizing, leading and participating in stakeholder/ project team meetings and act as a liaison between project stakeholders, client and the technical team.
Lead Project kick off meetings which include detailed scope discussion, understanding and acceptance on project milestones/ timelines internally as well as with the client.
Developing project plan, milestone & strategies, undertaking project tasks as required and ensuring project deadlines are met
Maintain project related risk in a risk log and raise alerts to clients or internal teams wherever applicable
Documenting and following up on To-Dos, important actions and decisions from meetings internally as well as with client
During the execution cycle determining project changes, estimating the CR and facilitate the process
Identify resources responsible for development and QC phase with the help of Senior BA or TL BA
Lead daily scrum meetings with the project team and communicate with stakeholders or product owners in a timely/



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day to day manner.
 Interpret technical aspects which would involve translating the technical language that stems from developer suggestions and questions, to the stakeholders.
 Keep the client informed on project deliverable status, delays (if any) and milestones in the form of a weekly status report.
 Take responsibility for validating the correctness of work of all implemented features. While the implementation is in its final stage, often be engaged in User Acceptance Testing.
 Adheres to project standards defined by the project delivery department.
 Accurately employs SDLC & STLC methodology.
 Responsible for bug triaging and efficient bug handling.
 Deliver commercial project demos and in-house product demos to clients about the new features.
 Ensure project compliance as per FATbit standards and client satisfaction.
 Keep a check on the project ROI and project timely delivery
 Support project shadowing to his/ her mentees, and eventually preparing them to work independently on their own projects.
 Make sure the Mentees are following the guidelines defined for the Project Planning, Execution/Management, Delivery and Sign off.
 Timely step-in the projects taken care by Mentees where it is found that the situation is critical or concerned Mentee is on leave or absent.
 Responsible for resource identification for projects being handled as Senior BA also help mentees in this activity.
 Handle escalations in case of mentees.
 Support system conversions, upgrades, enhancements.
 Have functional and/or people management responsibilities.
 Lead/control harmonious coordination/communication efforts between various teams such as Design/Development & QC.
 Product Owner of a product (maintaining the product backlog, estimation, development and sales demos)

CueBlocks Technologies Pvt Ltd as Quality Analyst
 Dec 2017 to Mar 2018

Responsibilities:

Handling all the scrum meetings
 Responsible for project end to end deliveries involving understanding and gathering client's requirements.
 Analyzing and reviewing the user requirements being implemented and raising queries
 Providing project estimates and preparing UAT test cases
 Functional testing, mobile testing and logging defect
 Coordinating and providing the sign off for releases
 Testing the responsive website designs on various devices like mobiles, iPad, MAC etc.

Signity Solutions Pvt. Limited as Project Manager
 Jan 2017 to Oct 2017

Roles and Responsibilities:

Gathering the project requirements and analyzing them.
 Estimating the project requirements.
 Handling multiple Mobile Apps and Web based projects simultaneously.
 Responsible for making sprint backlogs, project estimates, client interaction with project kick-off meetings
 Organizing and handling various project meeting like daily scrum meeting, sprint planning, product demo meetings and project status meetings with the service delivery manager and the clients
 Maintaining communication with project stakeholders and manage expectations. Regularly in communication with the client for system requirements, cost estimation and time-lines.
 Maintaining and Refinement of Product Backlog
 Managing the team to design, develop and test the information systems. Taking care of that the deliverable are as per the quality guidelines and per the scope of the project
 Team handling and management. Also, responsible for training the QA team with the latest techniques.
 Preparing estimates of billable hours for the project delivery manager and managing corresponding project work flow according to budget proposals.
 Keeping a track record of all the change requests coming up apart from approved hours i.e. check on ROI

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Education

UG: **B.Tech/B.E (Computers)** from **Punjab Technical University (PTU)** in **2006**
 PG: **PGDiploma (Computers)** from **Panjab University** in **2019**

Other Qualifications/Certifications/Programs:
 Scrum Master

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IT Skills

Skill Name	Version	Last Used	Experience
SharePoint, Basecamp			
Trello, Testopia, Asana			
Active Collab, Visio			
Bugzilla, Clear Quest			
Mantis, JIRA, Zendesk			
SQL Server, Oracle 11g			
SQL/PL SQL and MySQL			
Windows, Ubuntu and MAC			

Soap UI
XML, APIs, PHP, HTML

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Languages Known

Language	Proficiency	Read	Write	Speak
English	Proficient	✓	✓	✓
Hindi				
Punjabi				

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Affirmative Action

Category: **General**
Physically Challenged: **No**

Work Authorization

Job Type: **Permanent**
Employment Status: **Full time**

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