

Profile Snapshot

- Project Management Skill
- Business Analysis
- Good Planning and Organization
- Proactive and able to multitask across different tasks
- People Management
- Teamwork and Collaboration
- Quality and Continuous Improvement
- Documenting SRS/URS/TOBE/BPR/ASIS/CR
- Requirement Traceability
- Stakeholder/Relationship Management
- Consulting
- Configuration Management
- Use Case & Testing
- Training Delivery
- Implementation & Rollout Support
- Release Management
- Change Management
- Agile (Scrum)

Domain Expertise



Finance



Payroll

Functional Skills

Project
Management

People
Management

Consulting

Team
Management

Requirement
Analysis

Testing

Career Summary

- 10+ year of professional experience as a Business Analyst lead cum project manager role to assign work and guide the team of Business analysts/developers in completing project tasks during each SDLC phase. Consultant in IT services industry with strong focus on project management, requirements gathering for business process and Implementation.
- Manage and coordinate the activities of a team of business analysts and developers during the project phase, and subsequently maintenance and support staff during O&M phase.
- Manage and monitor project implementation to ensure quality delivery that realize business benefits within approved project scope, time and budget
- Coordinate sprints, daily stand-ups meeting and sprint retrospective meetings.
- Plan 2-week sprint cycles and groom backlog tasks with the help of the product leads.
- Work with product owners to handle new requests and backlogs
- Ensure deliverables are up to quality standards at the end of each sprint
- Expertise in Finance, Payroll & Treasury.
- Experience working on software development projects using waterfall and/or agile methodologies
- Creation and management of development plans for team. Monitor and make team individuals accountable for responsibilities of their role
- Responsible for gathering business requirements, documenting, developing functional requirement.
- Adapting Agile (Scrum) in the Project Development Life cycle. Playing multiple roles as Business Analyst, Product Owner and Scrum Master at times.
- Serving as a liaison between the Customer and offshore development team.
- Taking a complete ownership between the programmers and internal business entities in designing and implementing functionalities.
- Timely and proactive response to requests for service from all areas of the business
- Communicating process changes, enhancements, and modifications to the team. Collaborating in the planning of new product decisions and enhancements to existing applications.
- Experience in coordinating with business and IT across all phases of software development life cycle.
- Proficient in conducting project feasibility studies for setting up and stabilizing business operations.
- Expertise in writing and implementing Test scenarios, Test cases, and maintaining Traceability Matrices for baseline documents. Performing User acceptance test immediately after every build.
- Ensure regular code reviews are being conducted.
- Worked on MySQL for understanding database structure and stored procedures.
- Taking Ownership of implementation process with clients/customers.

Work Experiences

Wipro Limited | Business Analyst | December 19 – Present | Gandhinagar

Product – IFMS 2.0 (Integrated Finance Management System 2.0)

Client – Government of Gujarat

Modules – EDP, Treasury Bill Processing, Payroll, Payment Management, Expenditure & Receipt Accounting, Integrations (RBI E-Kuber, Banks, Digital Gujarat, CM Dashboard)

- Managing high level Government Client Engagements.
- Documenting SRS, TOBE, ASIS, RTM and WSR as part of project sustenance.

Technical Skills



MS Excel, MS Word, MS PowerPoint

Education

Master of Computer Application (MCA)

Shri Chimanbhai Patel Post Graduate Institute of
Computer Application, Ahmedabad
Gujarat University

B.Sc. (Electronics)

Gujarat science college, Ahmedabad
Gujarat University

Languages

- ❖ English
- ❖ Hindi
- ❖ Gujarati

Hobbies

- ❖ Travel
- ❖ Swimming
- ❖ Cricket
- ❖ Volleyball
- ❖ Shopping

Contacts



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Other Details

Marital Status – Married

Passport – T1709972 (Valid till – 30/12/2028)

- Manage each project's scope and timeline.
- Making sure that collaborative processes are used properly and reducing obstacles for the scrum team.
- facilitating the product owner's and the development team's efforts to satisfy customers.
- Facilitates and supports all scrum events like Daily Scrum, Sprint Planning, Sprint Review, and Sprint Retrospective.
- Responsible for ensuring Scrum is understood and the team adheres to Scrum theory, practice, and guidelines.
- Remove impediments and coach the scrum team on removing impediments
- Reviewing the Client Requirements and Business Specifications, analysing the impacts and feasibility.
- Ability to work with colleagues and stakeholders to gain an in-depth understanding of critical business requirements
- Engaged in Change Requests and Change Management.
- Prioritize the requirements and delivering them in multiple iterations and Phase. Demonstrating a working software to client at each iteration.
- Prototype designing based on the client requirement as a part of Requirement Elicitation. Preparing easy to access interface and delivering a user-friendly application.
- Investigating & understanding key business issues and providing clear, concise, and timely analysis & recommendations
- Creating Functional Specification Document to ease the development activity for development team.
- Documenting all possible Test scenarios to be tested on SIT and UAT before delivering to Production. Handling patches deployment and releases.
- Taking frequent demos with development team before release to identify any bugs, changes, or enhancement to be incorporated in the developed feature
- Proven skills in Project Management, Delivery, Testing, and Rollouts.
- End User Trainings, Handholding's, and Application Implementation & Rollout Support.

Tata Consultancy Services (On behalf of Aargee Staffing Pvt. Ltd.) | Business Analyst

| Apr 12 – Dec 18 | Gandhinagar

Product – IFMS (Integrated Finance Management System)

- Client Management, Coordination and implementation/roll out of the system.
- Requirement gathering, analysis and preparation of various deliverable
- Prepare documents for the project: SRS, URS, ASIS, TOBE and RTM
- Involved in System Design and Development of the System.
- Designed DSS/MIS reports for the customer which provides all minute level information for decision making.
- Analysed and prepared Business Process Re-engineering (BPR) document for process improvement for the customer.
- Prepared hardware Infrastructure Gap Analysis/Feasibility Study for the project implementation.
- Develop System test plan, test cases and perform unit, system and integration testing for Client Acceptance
- Analysing and managing all the change request/problem request in implementation /roll out phase made by client
- Involved in giving training to newly joined team members about the Project functionality, Testing, Standards and processes followed in the project for quality management.

Achievement

- Received "Backbone" award from WIPRO LTD.
- Received "Best Technical Employee – Master Mind" award from WIPRO LTD.
- Received appreciation from Joint Director, Pay Verification Unit, Directorate of Accounts & Treasuries, Government of Gujarat for requirement gathering, analysis for Electronic data processing and Treasury Bill Processing modules.
- Received appreciation from Director, Directorate of Accounts & Treasuries, Government of Gujarat for live 7 new Districts.
- Received appreciation from Deputy Director, Directorate of Accounts & Treasuries, Government of Gujarat for implementation Digital Gujarat (Scholarship).
- Received appreciation from Deputy Director, Directorate of Accounts & Treasuries, Government of Gujarat for implementation ROP-2016(7th Pay).