**Arshad Kalim**

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**Personal History:**

I have been working in RPA Automation Anywhere and UiPath for over a year. I am certified with advance developer level certification in Automation Anywhere v11 and UiPath 2019.12. I had also been learning RPA Blue Prism and recently got certified with AD01 developer level certification. I have used Robotics Process Automation (RPA) to automate several projects related to Invoicing process, Project Management activities, Stock Exchange, and some more which effectively saved the cost, team's effort, and improved the cycle time. Prior to this, I worked with Thomson Digital, Noida (Delhi NCR) and was part of the production & customer servicing team and was managing clients from US, UK, Germany, and Singapore for International content and project management Projects. I worked in close coordination with the technology team in terms of automation analysis, software development, user testing and final deployment in production.

**Experience/Projects Summary**

Following projects I have handled using RPA Automation Anywhere

*Project1: RPA automation of Invoicing Process*

* Initiated meetings to demonstrate the capabilities of RPA.
* Created RPA structure, designed and developed the RPA solutions to accelerate the Business processes.
* Worked with Subject Matter Experts (SMEs) to create the Process Design Document (PDD) for As-is process and developed Solution Design Document (SDD) for To-be process.
* Performed the feasibility study to identify the in-scope and out-of-scope automation.
* Extensively used Automation Anywhere PDF Automation, cognitive automation through IQBots, Task Bots, Excel Automation, and Email automation.
* Used Open Program file command to open the Acrobat application and then loop to read the multiple PDFs available in specific job folder
* Worked on PDF Integration command and specifically used Extract from Fieldscommand to scrap the specific data for invoice requirement.
* Used IQBots to capture the different elements of PDFs which were different in formats.
* Worked on Excel automation to write the captured data from PDF and then writing it back to Invoicing system.
* Used Email automation to send the final generated invoice to respective Customer as per Project details.
* Handled exceptions through Begin/End error handling commands so that in case of error, an immediate error screenshot is captured and stored in a specific location and also an alert email is sent to the stakeholder.
* Worked with all the stakeholders to define and execute the RPA programs. Also, designed the future scope so that immediate fixings and change requests are handled smoothly.

*Project2: RPA Automation of Project Management activities*

* Launch meetings to discuss the requirement and to document the process in PDD for As-is process and in SDD for To-be process.
* Involvement of SMEs to understand the process in detail with scope document which can elaborate every steps with challenges, if any.
* Used email automation to read the *Unread emails* with specific subject line, creation of folders based on Project Id, and saving the attachments within the specific folder.
* Launching desktop integration application using Open program file command and used object cloning for setting the credentials to get through the Login page.
* Reading the Information sheet (Excel format) using Excel automation and writing the same in Login form using object cloning.
* Once Login is done, using Email automation a task completion email is sent to the Project Manager.
* Updating each stage of work on Web client interface once a task completion email is received by the Project Manager. Used web based automation and Object cloning with proper wait so that each web page appears completely before next action takes place.
* Proper testing was done with adequate sample test environment so that errors/bugs is predicted well in advance and fixed before Bots moved to Production hypercare and then to live production environment.

Customer Servicing and Production

*Thomson Digital (India Today Group) | August 2006 - August 2018*

- Worked for As-is business process for technical documentation

- Supported operations team during the UAT and rollout phases

- Demonstrated ability to work under tough deadlines

- Worked under Global Operations, Project management, Content Transformation environment

- Client Servicing (US, UK, Germany, Singapore)

- Practiced Quality Management (ISO, Six Sigma, Kaizen, RFT, and ISMS)

- Practiced Right First Time concept. Waste elimination.

- Faster Delivery Management (Ten times faster) while practiced unique workflow:

* + With best in class innovative technology and Cycle Time Reduction
  + Eliminated varying skill sets and competencies to eliminate assembly line workflow

[Associate](http://www.linkedin.com/search?search=&title=Operations+Head+-+ebook+and+composition&sortCriteria=R&keepFacets=true&currentTitle=CP&trk=prof-exp-title_) Project Management

*Thomson Digital (India Today Group) | August 2006 - August 2018*

- Project Management (Clients from US, UK, Germany)

- Production planning & monitoring

- Production control and Invoicing

**Professional Learning and Certification**

**- Automation Anywhere Certified Advanced RPA Professional (v11).** Certified

**- UiPath RPA Developer Advanced Certification**. *Certified*

- **Six Sigma Green Belt.** Certified

- **VB.Net (Visual Studio 2010)** Programming for console, window,

and web framework. *Certified*

- Basic knowledge of **VBA (Macro)** and **SQL**

**Academic History**

Guru Jambheshwar University of Science and Technology

*MBA (Marketing) | April 2008*

National Institute of Information Technology (NIIT)

*Graduate Diploma in Computers | April 2000*

Patna University

*Bachelor of Arts in English (Hons) | April 1998*

Bihar Intermediate Education Council

*High Schooling | April 1992*

**Personal Details:**

Father Name : Kalim Ahmad

Date of Birth : 4th November 1976

Passport : Valid

Marital Status : Married

Current Assoc. : Learning RPA

Experience : 12 years

Notice Period : Can join immediately