**Tanu Dubey**

Phone: +91 8056004101

Email: [tanudubey20@gmail.com](mailto:tanudubey20@gmail.com)



**Career Objective**

To work in a challenging environment where I can utilize my skills to explore various roles and fields that offers professional growth while being resourceful to the organization.



**Professional Summary**

* 8+ years of experience in industry with 4+ years of experience in Robotic Process Automation.
* Trained in Blue Prism with work experience in Blue Prism.
* Worked within project planning constraints, communicating any identified project risks and issues to the delivery/project manager accordingly and providing inputs to the change control process.
* Provided automated solutions to process from Banking/Insurance, Retail and Finance-Advisory units.
* Worked as part of the Design Authority Team in coordination with Architecture team to create new templates for Detailed Design Documents and other Solution design documents.
* Worked on Project Proposals, demos and POCs for multiple clients.
* Played various roles like Blue prism developer, Onsite coordinator, hyper care support, Technical Analyst and Tech Lead since November 2016.
* Good analytical skill and ability to adapt to new environment & technology quickly and efficiently.
* Possess strong Communication, Interpersonal and problem solving skills.
* Team-player with ability to work under stressful environment.
* Provided training to candidates from RPA and non RPA background in Blue Prism.



**Work Experience**

* Currently working in American Express as Process Manager, since November, 201.



**Technical Details**

|  |  |
| --- | --- |
| Domain | Insurance, Banking, Retail, Finance-Advisory. |

C, C#, DOT NET, VB .NET, MS-Office, Microsoft SQL Server,

Programming Languages

Python (Numpy, Pandas, Seaborn), Tableau

|  |  |
| --- | --- |
| Operating System / ERP Version | Windows 8/7/Vista/XP/98 |

My SQL, Blue Prism, VB Editor, Microsoft Office &

Tools

Visual Basic Application (VBA) – Advanced Level.

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**Educational Qualification**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Qualification | Institution | Board/University | | Year Of | |  | CGPA/ | |  |
|  |  | Passing | |  | Percentage | |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | B.Tech. (Electronics & Communication Engineering) | BMAS Engineering College | Uttar Pradesh Technical Unversity | | 2010 | |  | 61.38% |  |  |
| Intermediate (10+2) | | | SVM Inter College | UP Board | | 2006 | | 69.38 | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | High School (10th) | SVM Inter College | UP Board | | 2004 | |  | 71% |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Project Details** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Project 1** |  |  |  |  |  |  |  |  |  |
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|  |  | Organization | **American Express** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Project Name | **Analytics & Demographics Reporting** |  | Team Size |  | 10+ |  |  |  |  |
|  |  |  |  | |  | |  | | | |  |
|  |  | Project | Robotic Process Automation (RPA) Project for automating various complex | | | | | | | |  |
|  |  | processes involved in Reporting Departments (Sales Performance & Back Office | | | | | | | |  |
|  |  | Description |  |
|  |  | Operations). |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Team Lead** |  |  |  |  |  |  |  |  |
|  |  |  |  Successively automated 8+ business applications such as Tableau, Winscp,  Salesforce, Putty etc. to Automate Bank process. | | | | | | | |  |
|  |  |  |  |
|  |  |  | **Hyper Care Support** |  |  |  |  |  |  |  |  |
|  |  |  |  Ensured code tuning to enhance performance without compromising | | | | | | | |  |
|  |  |  | the quality of the output. | | |  |  |  |  |  |  |
|  |  |  |  Negotiated CRs with business and developed the same. | | | | | |  |  |  |
|  |  |  |  Effectively managed process using Change tracker, Defect Log, release | | | | | | | |  |
|  |  | Role & | and deployment documents and assisted in Business Audits. | | | | | |  |  |  |
|  |  |  Worked in System manager for setting up of environment variables and | | | | | | | |  |
|  |  | Contribution | Control room for handling Queues. | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | **Onsite Infrastructure Manager/ Process Lead** | | |  |  |  |  |  |  |
|  |  |  |  Bridged communication between SMEs and onshore technical team. | | | | | | | |  |
|  |  |  |  Analyzed feasibility of automation in New processes and proposed | | | | | | | |  |
|  |  |  | solutions. |  |  |  |  |  |  |  |  |
|  |  |  |  Released packages and handled control room into different | | | | | |  |  |  |
|  |  |  | environments and promoted live environment testing. | | | | | |  |  |  |
|  |  |  |  Expedited development through application experts to find solutions | | | | | | | |  |
|  |  |  | for problems faced in automating respective applications. | | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Technology & | VB Script, Blue Prism. |  |  |  |  |  |  |  |  |
|  |  | Tools |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
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**Project 2**

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| --- | --- | --- | --- | --- |
| Organization | **EY GDS** |  |  |  |
|  |  |  |  |  |
| Project Name | **AIG Insurance** | Team Size | 12 |  |
|  |  |  |  |  |
| Project | Robotic Process Automation (RPA) Project for automating the processes | | |  |
| involved in the Shared Services-Insurance Claims. Process involves automation | | |  |
| Description |  |
| of various browser based and java applications. | |  |  |
|  |  |  |
|  |  |  |  |  |
|  | **Senior Consultant** |  |  |  |
|  |  Interacted with clients to understand business needs and assessing | | |  |
|  | possible solutions. |  |  |  |
|  |  Involved in due diligence to identify possible areas of automation. | | |  |
|  |  Participated in designing solutions and process reengineering. | | |  |
|  |  Documented feasibility assessment of various process. | | |  |
|  |  Actively developed automated solutions for General Liability involving | | |  |
| Role & | interaction with Browser based applications. | |  |  |
|  Extensively used Blue Prism to interact with Excel documents and | | |  |
| Contribution | involved in automation and processing of same. | |  |  |
|  |  |  |
|  |  Successively delivered solutions for 3 of the 8 sprints involved in | | |  |
|  | General Liability, Workers Compensation, and Commercial Auto. | | |  |
|  |  Communicated and negotiated CRs with business SMEs to ensure | | |  |
|  | unhindered development activities. | |  |  |
|  |  Performed Regular code assessments and reviews to ensure that the | | |  |
|  | developed code meet quality standards. | |  |  |
|  |  Devised a checklist to be adhered to for assisting further code review | | |  |
|  | process. |  |  |  |
|  |  |  |  |  |
| Technology & | Blue Prism |  |  |  |
| Tools |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
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| **Project 3** |  |  |  |  |
|  |  |  |  |  |
| Organization | **EY GDS** |  |  |  |
|  |  |  |  |  |
| Project Name | **HMS HOST RPA PILOT** | Team Size | 5 |  |
|  |  |  |  |  |
|  | Robotic Process Automation (RPA) Project for automating the processes | | |  |
| Project | involved in HRMS Pilot payroll processes. It deals with receiving invoice from | | |  |
| Description | supplier and checking for possible discrepancies. Creating the pay sheet for | | |  |
|  | employee. Updating the Employee database validating the terminations. | | |  |
|  |  |  |  |  |
|  |  |  | Page **3** of **5** |  |

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|  |  |  |
| --- | --- | --- |
|  | **Lead Developer** |  |
|  |  Scheduled Robots and assisted SMEs in reaching the Business goal of |  |
|  | automating the internal process. |  |
|  |  Met Quality audit by Preparing supporting Documents such as Release |  |
|  | plan, deployment plan for tech go-live and business releases. |  |
| Role & |  Imparted training to Business in Using Control Room to facilitate |  |
| Production run. |  |
| Contribution |  |
|  Assured Business performance through quality checks and code tuning. |  |
|  |  |
|  |  Automated the HRMS Audit pilot which involves Desktop application |  |
|  | and browser based applications such as PeopleSoft, Cherwell. |  |
|  | **Design Authority Member** |  |
|  |  Proposed and designed Solution Design Document from architecture |  |
|  | perspective for the proposed solution. |  |
|  |  |  |
| Technology & | Blue Prism. |  |
| Tools |  |
|  |  |
|  |  |  |
|  |  |  |
| **Project 4** |  |  |

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| --- | --- | --- | --- | --- |
| Organization | **EY GDS** | |  |  |
|  |  |  |  |  |
| Project Name | **Covance,** | Team Size | 10 |  |
| **CRO - Clinical Research Organization** |  |
|  |  |  |  |
|  |  |  |  |  |
| Project | Robotic Process Automation (RPA) Project for automating the Tracking Training | | |  |
| Description | process. | |  |  |
|  |  | |  |  |
|  | **Developer & Consultant** | |  |  |
|  |  Developed business objects and process for automating tracking | | |  |
| Role & | training record process. | |  |  |
|  Interacted with BA and SMEs for seeking clarification on the use case | | |  |
| Contribution | and Changes requested during sprint reviews. | |  |  |
|  |  |  |
|  |  Created documents illustrating High Level solution, Automated Design. | | |  |
|  |  Successively managed to deliver automated process for two use cases | | |  |
|  | meeting stringent deadlines. | |  |  |
|  |  |  |  |  |
| Technology & | Blue Prism | |  |  |
| Tools |  |  |
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|  | **Project 5** |  |  |  |  |  |
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|  | Organization | **EXL** |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Project Name | **Cuna International** | Team Size | 3 |  |  |
|  |  |  |  |  |  |  |
|  |  | Report Id & Category triggered from CUNA BPM > Report Id & Category added to Queue> Launch SAP BO > Download required Excel or Pdf file> Fill the details in excel or .pdf from other source> Save as .pdf or .xlsx or .doc >Upload to TAX SharePoint Portal > Send file location into CUNA BPM > Trigger a mail to client containing file location in CUNA BPM. | | | |  |
|  | Project |  |
|  | Description |  |
|  |  |  |
|  |  |  |
|  |  | **Developer & Associate Consultant** |  |  |  |  |
|  |  |  Developed business objects and process for automating Regulatory | | | |  |
|  |  | Review process. |  |  |  |  |
|  |  |  Interacted with Excel documents, browser applications and XML | | | |  |
|  | Role & | document to retrieve data. |  |  |  |  |
|  | Contribution |  Extensively used Blue Prism to interact with Excel documents and | | | |  |
|  |  | involved in automation and processing of same. | |  |  |  |
|  |  |  Performed Regular code assessments and reviews to ensure that the | | | |  |
|  |  | developed code meet quality standards. | |  |  |  |
|  |  |  Devised a checklist to be adhered to for assisting further code review | | | |  |
|  |  | process. |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Technology & | Blue Prism |  |  |  |  |
|  | Tools |  |  |  |  |
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|  | **Project 6** |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Organization | **Ericsson** |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Project Name | **Ericsson RAN Analyzer** | Team Size | 3 |  |  |
|  |  |  |  |  |  |  |
|  |  | Drive Test reporting, it holds the report preparation for the clutters driven through drive testers and post processing of the reports is being done by a tool names as ERA, Surface automation has been used to work upon the thin client app (ERA). This project involved application like MS- Excel, Web based Service Now, Putty for more than 200 reports. | | | |  |
|  | Project |  |
|  | Description |  |
|  |  |  |
|  |  |  |
|  |  | **Developer :**   * Developed business objects and process for automating tracking training record process. * Interacted with BA and SMEs for seeking clarification on the use case and Changes requested during sprint reviews. * Created documents illustrating High Level solution, Automated Design. * Successively managed to deliver automated process for two use cases meeting stringent deadlines. | | | |  |
|  |  |  |
|  | Role & |  |
|  | Contribution |  |
|  |  |  |
|  | Technology & | Blue Prism |  |  |  |  |
|  | Tools |  |  |  |  |
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|  | **Personal Details** |  |  |  |  |  |
| Father’s Name | | : Dr. Ram Rasik Dubey |  |  |  |  |
| Mother’s Name | | : Mrs. Sandhya Dubey |  |  |  |  |
| Nationality | | : Indian |  |  |  |  |
| Date of Birth | | : 30.03.1990 |  |  |  |  |
| Hobbies | | : RC boat racing, RC hover racing, Listening to music, Gaming, Playing, | | | |  |
|  |  | Outdoor games, Site seeing. |  |  |  |  |
| Languages Known | | : Hindi (Read, Write, Speak), English (Read, Write Speak) | | | |  |



**Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Gurugram Tanu Dubey