RANJEETA CHATURVEDI

RPA Developer

PROFILE

Overall experience of 3.5 years as an RPA Developer (Blue prism). BBA Graduate. Certified MBA Professional. Have Knowledge of Operating in a LAN environment, well versed in the RPA lifecycle. Expertise in Jira Tool.

Extensive experience in Claim and Insurance process, Payroll Handling, Customer Centricity/Satisfaction and Management is one of the strengths. Experienced in driving Knowledge management through effective training and documentations.

CONTACT

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9545720249

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HOBBIES

Dancing
Travelling

WORK EXPERIENCE

ADP, Pune-India.
Sr. Associate
Jan' 20 to Aug'20
Project 3
Project Name: SGS
Role: Sr. Associate
Domain: Payroll

ROLES AND RESPONSIBILITIES

- Understanding the requirement of process to make process-based Bots
- Creating Bots using the Blue Prism tool to automate the end-to-end process
- Involved in consolidating all the critical issues in the project discussing with client team to get resolution.
- Involved in process walkthrough and feasibility checking.
- Developing application logic and run the flow of application.

Allstate India Pvt Ltd, Pune-India.
Associate
Oct '16 to Sept '19
Project 1:
Project Name: BDE (Backdated endorsement)
Role: Associate
Domain: Insurance

ROLES AND RESPONSIBILITIES:
- Developed Business object and process flow as per the requirement.
- Automated Web application using Blue Prism.
- Using Work queues concept developed the Process in such a way that Process can process multiple applications parallelly using multiple queues.
- Understanding Logical flow of the Application from Business Knowledge.
- Familiar with Blue Prism Development Artifacts like ODI, PDI, SSD
- Developed the RPA bots using Blue Prism from scratch in end-to-end process.
- Worked with Production support during UAT.

Project 2
Project Name: Auto Audit
Role: Associate
Domain: Insurance

ROLES AND RESPONSIBILITIES:

- Understanding the requirement of process to make process-based Bots
- Creating Bots using the Blue Prism tool to automate the end-to-end process
- Involved in consolidating all the critical issues in the project discussing with client team to get resolution.
- Assist and support implementation team members.
- Involved in Full Software Development Life Cycle (SDLC).
- Involved in creation of PDD (Process Definition Document) with BA.
- Involved in process walkthrough and feasibility checking.
- Developing application logic and run the flow of application.

MPHASIS Limited, Pune-India.
Customer Relation Advisor
Jan 2016 – Sept 2016
Directly report to the Manager on all operational and administrative aspects.
Ensure on-time follow up on customer forms and provide checklist to onshore partners.
Processed 4506T & VVOE (Verbal Verification of Employment) for potential borrowers for Mortgage
Supporting the leads with queries on checklist documents

OCWEN Financial Services LLC
Associate in Service Transaction Management
Oct 2014 – Dec 2015
Responsible to provide invoices to different teams based on Loan Amount Transactions.
Worked closely with worldwide partner teams for various Loan Invoices to resolve customer queries.
Collectively with the team increased business volume by approx. 25%.
Within the first 6 months with the help of my manager & team reduced the TAT by 2 days.

EDUCATION

MBA
FMS SSGI Institute for C.S.V.T.U. University

BBA
Pt. Ravi Shankar University
Raipur

CBSE

B.S.P Higher Secondary School
Risali

SSC
Senior Secondary School, Sector -6, No.2
Risali

TECHNICAL SKILLS

- RPA Tools   : - Blue Prism
- Technical skills   : - HTML, Blue Prism RPA
  6.4 / 6.10.2 / 7
- Data Base   : - SQL Server
  Management Studio
- Web Technologies   : - HTML
- Operating systems   : - Windows 7/10
- Defect/Bug Tracking Tools : - Jira