

## **Vandana Sharma**

**Mobile No: +919561336688**

**Email - [vandana.ghrs@gmail.com](mailto:vandana.ghrs@gmail.com)**

### **Professional Experience Summary**

- 10+ experience in IT industry
- Experience working in a large scaled Agile environment, familiar with Scrum practices.
- Experience of handling multiple projects simultaneously.
- Experience determining the explicit and implicit needs and requirements of various stakeholders.
- Ability to quickly learn the objectives, structures, operations and policies of a new business area
- Demonstrated ability to engage both developers and business partners to achieve target outcomes.
- Learn IT based tools and application quickly.
- Experienced in client facing communication.
- Strong elicitation skills, design-thinking, a solid base of business understanding, and an awareness of technology/system development methodologies.
- Experience of handling team of 25+ members.
- Experience in working with clients of USA, Europe, and Asia.
- Experience of Business Analysis, UAT, BAT, Project Management, Scrum Master, Change Management and Release Management.
- Project Cost Budgeting, Documentation and KPIs.
- Very good knowledge of the common agile methods (Scrum, Kanban, SAFe)
- Experience in Requirement gathering and creating user stories and product backlog.
- Experience of a Scrum master and project manager.

### **Technical Skills**

- **Domain Knowledge** : IOT, Travel, Health care, Insurance, LRM, Investment banking
- **Device/Platforms** : Android, Windows, iOS
- **Tools used** : JIRA, Confluence, Trello, Redmine, draw.io, figma, TFS, Tableau.
- **Model** : Scrum (Agile)
- **Database:** : MySQL, SQL, UNIX

### **CAREER SUMMARY**

#### **R Systems International (IOT based project) Aug 2021- Present**

**Role:** Business Analyst & Product Owner

#### **Contribute:**

- Handled team of 25 members.
- Responsible for mobile app development and web app development delivery.
- Responsible for configuring specifications and business analysis requirements.
- Works closely with stakeholders for configuring specifications, business analysis requirements and create user stories and prioritize them.
- Help in design, process documentation, system processes and improvement.
- Responsible for Scope Planning, Scope Definition, Detail Scope, and assumptions.

- Responsible for creating workflow diagrams, use case diagrams and collaborating with the UX team for the mockups.
- Communicate key insights and findings to product team.
- Always be on the lookout for ways to enhance monitoring, identify problems, and provide customers with more value.
- Responsible for Product backlog management, documentation management, prioritizing the team backlog.
- Involve in the process from requirements definition through deployment, identifying schedules, scopes, budget estimations, and implementation plans.
- Responsible to convert business use cases into detailed requirement.
- Preparation of process flow diagrams, BRDs & FRDs.
- Validating the functionalities once it is implemented, and QA tested, then proceed with UAT testing.
- Give demos to business unit stakeholders and manage the relationship with the client and all stakeholders.
- Conducted all scrum events/ceremonies: Sprint Planning, Daily Scrum, Sprint Review, Sprint Retrospective & Backlog Refinement.
- Reporting of the weekly and monthly product developments and supporting the leadership team with agile practice.
- Working with the cross functional team and other project managers to support development and delivery process.
- Develop a detailed project plan to monitor and track progress.
- Ensure resource availability and allocation.
- Responsibility of End-to-End delivery of the products.

---

### **Fareportal Pvt Ltd (Travel Agency) Aug 2018- Aug 2021**

**Role:** Associate Team Lead Business Analyst

**Contribution:**

- Handled team of 10+ team members.
- Created Product Backlog, Sprint Backlog and managed User stories.
- Develop business architecture using requirements such as scope, processes, alternatives, and risks.
- Result oriented cross -functional collaboration with development teams, operational teams and other product teams.
- Actively involved in analysis of each requirement provided by Product Owner and prepare product requirement document.
- Co-ordinate with development team to outline the development & testing processes for smooth delivery of the product.
- Conducted UAT with the cross-functional business teams to ensure the system was aligned with the vision of the business teams.
- Facilitate sprint planning, daily scrums, UAT testing, retrospectives, and sprint reviews.
- End to End process flow mapping and requirement analysis with documentation.
- Project planning with effort estimations and work breakdown.
- Worked as SCRUM master also.

## **Talentica Software Pvt Ltd May 2013- June2018**

**Role:** Business Analyst & Quality Analyst

### **Contribution:**

- Exposure to all stages of Software Development Life Cycle and Software Testing Life Cycle.
- Created document for Business Requirement Document & Functional Requirement Document.
- Hands-on in UAT Testing on Web, Mobile Web and Mobile App.
- Good understanding of agile and waterfall methodologies.
- Ability to collaborate and communicate well with all stakeholders.
- Regularly demo to the client on what we have achieved.
- Coordination with the BA team for any gaps in the user story & development team to track the progress.
- Create test plans from the requirements, specifications and test strategies with testing team.
- Arranged various Agile Ceremonies like grooming sessions, daily scrum, retrospective meeting and sprint planning for the team.

### **Achievements:**

- Best Project Award Q3 2020
- Got an award for Teamwork & Collaboration Q2 2020.
- Spot Award for the Great Work May 2020 & March 2020
- Got an Award for Passion for Customer- Q1 2019

### **Education**

- Completed B.E in Electronics in 2012 from Pune University.
- Completed H.S.C in 2008
- Completed S.S.C in 2006

### **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.

Date

[Vandana Sharma]