**SUDHA SUGIRTHAMANI JJ** E-Mail:celinesudha@gmail.com

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**Career Objective**

Ambitious and enthusiastic business analyst seeking a challenging Business Analyst role with progressive company that will utilize skills, experience and/or education, and provide opportunities for advancement.

**Experience**

* **Having 10 Years of experience in Retail and Healthcare domain projects implemented in scrum. Well versed in Agile methodology and Scrum way of project development.**
* Over 5 years of experience in performing **Business Analysis** across technologies like SharePoint, Mainframe, Linux and Informatica with a total experience of **10 years in IT**.
* Experience in **Requirements Gathering, Requirements Elicitation, Walkthrough** **and Review meetings** with Stake holders and Customers. Excellent organizational and analytical skills.
* Expertise in preparation of **Functional Specifications Document, User Requirements document, Work flow Diagrams, User Stories, User Training Guides, User Manuals** and conducting **User Training.**
* Extensive experience in ensuring user requirements delivery with all the precision and quality without any delay.
* Experience in handling managing activities like creating, assigning and monitoring the change requests (CR). Monitoring the sprint planner for the team. Organizing meetings with the Onsite Managers for open tickets assignments.

**Experience Summary**

* **Business Analyst** in **Thryve Digital, Chennai** from June 2018 to till date.
* **Senior Developer (as Contractor)** in **TCS, Chennai** from October 2017 till June 2018.
* **Senior Systems Engineer** in **Infosys Limited, Chennai** from March 2015 till September 2017.
* **Systems Engineer** in **Infosys Limited, Chennai** from September 2010 till March 2015.

**Educational Qualification**

BE in Computer science (**BE, CSE**), Sona college of Technology, Salem.

**Software Skills**

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| **Mainframe Languages** | COBOL, JCL, Natural Language. |
| **Mainframe Tools / Utilities** | IDCAMS, TSO/ISPF, JES2, JES3, Syncsort, Fault Analyzer, File Manager, SPUFI, JCL, SQL, DFSORT, SYNCSORT, IBM Utilities, SDSF, FTP, CHANGEMAN |
| **Environment** | MVS/TSO |
| **Editor** | ISPF/PDF |
| **Databases** | IBM DB2, Teradata, Microsoft SQL Server, Microsoft Access. |
| **Operating System** | Windows Xp, Windows 7, Windows 10 |
| **Functional Testing** | Mainframe Testing. |
| **other Technologies** (Analysis Level) | Informatica, Linux, VBA script. |
| **Software Development Methodology** | Waterfall Model, **Agile Methodology**, **SAFe** (Scaled Agile Framework). |
| **Other Tools** | Smart TS, **Version One**, **RPA** (Robotic Process Automation) |
| **Business Analysis Tools** | MS Visio, MS Office, **Sharepoint** (Functional), **RTC** (Rational Team Concert), MS Access, SPLUNK. |
| **Defect Management and Request Management Tools** | IBM Rational ClearQuest, Service Manager |

**Professional Experience**

**THRYVE DIGITAL HEALTH CARE LLP, CHENNAI.**

**Project:** **File Governance – Inventory Data Collection.**

**Client** **:** Highmark Health Solutions (HMHS).

**Role** **:** Team lead and BA

**Team Strength** **:** 3

**Technology :** Mainframe, Informatica, Linux, VBA script, RPA.

**Duration :** June 2018 till date

**Responsibilities:**

Worked on file governance project which includes gathering and maintaining file details of larger volume. Also created automations using VBA script and RPA to minimize manual hours.

* Documenting ‘User Requirement Specifications’ by gathering requirements.
* Document ‘Minutes of Meeting’ during Requirement sessions to aid in ‘User Requirement Specification’ Documentation.
* Data gathered from different technology like Mainframe, Informatica, Linux, SPLUNK through detailed analysis and maintaining Data Inventory.
* Managing the Change Requests and Enhancement Requests.
* Created Automations using VBA scripts, RPA for the data interpretations, extractions.
* Created forms and tables in Microsoft Access for the data maintenance.

**Project: Edelivery – DTS (Data Transformation Solutions).**

**Client** **:** Highmark Health Solutions (HMHS).

**Role** **:** BA

**Team Strength** **:** 6

**Technology :** Mainframe, Informatica, Linux, VBA.

**Duration :** June 2018 till date

**Responsibilities:**

Worked on gathering requirements to implement new enhancements based on business needs.

* Conduct Requirements Gathering Sessions, Requirements Elicitation, read and understand Business Requirements Document to gather Requirements from Business User.
* Document Functional Requirements Specifications based on the requirements shared and requirements gathered during the requirements gathering sessions and submit it for sign off to Business User.
* Conduct everyday Scrum call.
* Prepare 'Product Backlog', ‘Sprint Backlog', create epics and user stories in RTC. Manage teams effort logging for each project and implementation.
* Provide training for Junior Business Analyst who has to take over the project after FRS sign-off and continuously monitor the trainee and the project progression until go-live.

**Project: Clinical – Enterprise Data Warehouse.**

**Client** **:** Highmark Health Solutions (HMHS).

**Role** **:** Team lead and BA

**Team Strength** **:** 6

**Technology :** Mainframe, DB2.

**Duration :** June 2018 till date

**Responsibilities:**

Worked on gathering requirements to implement new enhancements based on Analysis.

* Document ‘User Requirement Specifications’ by gathering requirements.
* Document Functional Requirements Specifications based on the requirements shared and requirements gathered during the requirements gathering sessions and helped team in High Level Design Document preparation. Submit it for sign off to Business User.
* Develop process flow chart/diagram and documents.
* Document ‘Minutes of Meeting’ during Requirement Workshop sessions to aid in ‘User Requirement Specification’ Documentation.
* Prepare User Training Guides and User Manuals.
* Creating test Document with all needed UAT Test Cases along with the **as-is i.e. Current process and to-be process design.**
* Getting sign off for the test scenarios and test cases from Customers/Business Users.
* Managing development teams and testing teams.
* Liaise with Development team and Testing team by doing requirements elicitation and continuously monitor the change / enhancement being developed is in-line with the Business Requirements.
* Prepare 'Product Backlog', ‘Sprint Backlog', create epics and user stories in RTC. Manage teams effort logging for each project and implementation.

**TCS as a Contractor, Chennai.**

**Project:** The Bank of Montreal (BMO).

**Client :** The Bank of Montreal (BMO).

**Role :** Senior Developer and BA.

**Team Strength :** 4  
**Technology :** Mainframe.  
**Duration :**October 2017 till June 2018

**Responsibilities:**

* Expertise in analyzing the jobs, PROCs, Control Cards, Programs, Copylibs, Files/Datasets, Reports and preparing the business related documents with all the required details.
* Ensure that the project documentation is maintained as per the Project Life Cycle and all documents are version controlled and maintained.
* Read and understand the Statement of Work (SOW) and Business Requirements Document (BRD) from business user.
* Gather Requirements from users through Requirements Workshop.
* Prepare Functional Requirements Specifications document based on all the requirements gathered and submit it to client to Sign-up off.

**Infosys Limited, Chennai.**

**Project:** Customer Hub

**Client :**BNSF, USA.

**Role :** Senior Systems Engineer

**Team Strength :** 4  
**Technology :** Mainframes, SOAP Service, SOLA, SQL.  
**Duration :** April 2016 till September 2017

**Responsibilities:**

Worked on enhancement project which involves replacing the SQL queries with the SOAP services in the mainframe COBOL programs.

* Expertise in analyzing the jobs, PROCs, Control Cards, Programs, Copylibs, Files/Datasets, VSAM Files, Reports and preparing the related Excels with all the required details.
* Used CA7 (Mainframe Production Control Scheduling) to analyze the jobs.
* Ensure that the project documentation is maintained as per the Project Life Cycle and all documents are version controlled and maintained.
* To make necessary code changes to replace the SQL queries with **SOAP service** using **SOLA Developer** and testing.
* Creating test Document with all needed **UAT Test Cases** along with the **as-is i.e. Current process and to-be process design.**
* Provide training for the junior developers.
* Tracking the work in progress and attending status meetings.

**Project:** Tech Debut Decommission

**Client :**Hallmark, USA.

**Role :** Senior Systems Engineer

**Team Strength :** 1  
**Technology :** Mainframes  
**Duration :**October 2013 till April 2016

**Responsibilities:**

Worked on the decommission project which involves detailed analysis for the decommission components.

* Expertise in analyzing the jobs, PROCs, Control Cards, Programs, Copylibs, Files/Datasets, VSAM Files, Reports and preparing the related Excels with all the required details.
* Creating the Jobs for Decommission process.
* Running the scripts in the command prompt for quicker analysis.
* Used CA7 (Mainframe Production Control Scheduling) to analyze the jobs.
* Giving KT (Knowledge Transition) to new team members.
* Ensure that the project documentation is maintained as per the Project Life Cycle and all documents are version controlled and maintained.
* Tracking the work in progress and attending status meetings.

**Project:** Win2

**Client :**Hallmark, USA.

**Role** : Systems Engineer

**Team Strength :** 4  
**Technology :** Mainframes  
**Duration :**Feburary2013 to October 2013

**Responsibilities:**

Worked on enhancement project which involves analysis, coding, testing and documentation.

* Developed and modified various COBOL programs, PROCs and JCLs for new/existing enhancements.
* Extensive coding using JCL, COBOL.
* Testing for proper functioning to meet the requirement changes.
* Used TSO/SDSF for all the functionality of the applications such as Copying, editing and allocating PDS and for batch and VSAM data sets.
* Submitting JOB’S (JCL’s) for Extraction of Data from Database and Ftp’ing of extracted file to UNIX system.
* Sound knowledge in creating GDG’s, JCL’s, control cards**,** PROC’s, copybooks and utilities (SYNCSORT, IEBGENER, IEBCOPY, IDCAMS, IEBCOMPR, IEFBR14) concerned with the project.
* Browsing data sets and viewing copybooks layout using File-Aid and interactive debugging.
* Ensure that each deliverable source codes adhere to the client supplied standards.

**Project:** Service Scheduling (SS)

**Client :**Burlington Northern and Santa Fe(BNSF), USA.

**Role :** Systems Engineer

**Team Strength :** 12  
**Technology :** Mainframes  
**Duration :**March 2011 to February 2013

**Responsibilities:**

Worked on enhancement project which involves analysis, coding, testing and documentation.

* Coding, Testing, Validation, and Implementation of New Functionality to meet the requirements.
* Developing the code as per the business requirements along with proper unit testing.
* Creating Documentations and Unit Test plan with all the test cases.
* Extensive coding using NATURAL Language, JCL, COBOL.
* Knowledge in SQL to query the database.
* Assurance of fast and error free delivery of requirements within limited amount of time.
* Analyzing the issue mentioned in Ticket and applying appropriate solution.
* Provide technical assistance to the team for solving abends.
* Creation of Detailed level flow diagrams for programs, process flow diagram using Microsoft Visio.

**Certifications.**

* Certified in **Automation Anywhere Master RPA Professional** [Credential ID AAMSTR-30773698].
* Certified in **Automation Anywhere Advanced RPA Professional** (V11.0) [Credential ID 15576820].
* Certified in **SAFe 5** practitioner [Credential ID 3770745-8869].
* Successfully completed the Foundation program by Education and Research Department of Infosys Limited with CGPA of 4.22 out of 5.
* Completed certification on **Querying Microsoft SQL Server 2012.**
* Completed the course on MS-OFFICE in Thiagarajar Polytechnic College, Salem.
* Completed the course on ASP.NET Programming in Thiagarajar Polytechnic College, Salem.

**Academic Achievements**

* Presented paper on “**NANO TECHNOLOGY**” in Intra Departmental Symposium “KERBEROS ‘08” and won prize.
* Participated in paper presentation in the National Level Technical Symposium held on K.L.N. College of Information Technology.

**Personal Details**

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| **Name** | Sudha Sugirthamani JJ |
| **Sex** | Female |
| **Date of Birth** | 02-Feb-1988 |
| **Nationality** | Indian |
| **Marital Status** | Married |
| **Valid Passport** | Yes |
| **Languages Known** | English and Tamil |

**Declaration**

I hereby declare that the above information is true to the best of my Knowledge & belief.