

SUPARNA MONDAL

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**Certified And Experienced Scrum Master** with proven track record of successfully leading teams in developing high-quality software solutions on time and within budget. Skilled in multiple Agile methodologies, stakeholder management and sprint planning. Highly organized in managing complex projects with multiple deadlines. Detail-oriented team player with strong organizational skills.

**SUMMARY**

**Professional Summary**

* 3+ years of experience playing as Scrum Master for software development teams diligently applying Scrum principles, practices, and theory.
* Experience on managing products using Agile/Scrum Framework.
* Experienced in actively conducting Sprint planning, Daily Scrum, Reviews, Retrospective, Scrum of Scrums meetings by maintaining collaboration with all levels.
* Skilled in leading the team, tracking and execution of all phases.
* Execution of releasing high quality products on time within budget.
* Strong knowledge in domains like Financial, CRM, Customer Support and L&D.
* Solid collaborative communication and team building skills with acumen in training and supporting end-users and technical staff to achieve performance activities.

**Functional Skills**

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| * Project Management | * People Management | * Product Deployment |
| * Agile Principles | * Sprint Ceremonies | * Product Owner Role |
| * Service Delivery | * Requirement gathering | * Strategic & Tactical planning |

**Skill Set**

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| --- | --- |
| **Tools** | * Jira, Confluence and Jira Align |
| **Operating Systems** | * Windows XP, Unix |
| **Domains** | * Financial, CRM, SAP, Learning and Development, Banking, Customer Support. |
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**Skills**

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| --- | --- |
| * Sprint Planning | * Resource Allocation |
| * Software Process Management | * Sprint Planning |
| * Quality Assurance | * Staff Training |
| * Risk Identification | * Project Team Coordination |
| * Presentation Skills | * Scrum Methodology |
| * Block Management | * Kanban |
| * Scrum Processes | * Jira |
| * Workflow Analysis | * Retrospective |

**EXPERIENCE**

**AGILE SCRUM MASTER, 04/2019 - Current**

**Infiray Software Private Limited, Hyderabad**

* Facilitated various scrum ceremonies like sprint planning meetings, daily scrum, sprint review, product backlog refinement meetings and sprint retrospective meetings.
* Participated in Backlog Refinement meeting along with the product owner in prioritizing at higher level to ensure that the product backlog meets the DEEP criteria and moving the user stories to sprint backlog which ensured the Definition of Ready (Acceptance criteria).
* Getting ready for each sprint and release planning meeting by working with the team to break down feature stories into small deliverable User Stories that are appropriately sized for each sprint.
* Manage backlog, prioritize resolution of defects/bugs for timely delivery and support, educate and assist the team on adapting to Scrum Framework and techniques.
* Assisting all teams to remove impediments by having an understanding of the control and release processes.
* Provided timely status reports to the stakeholders, including sprint scope, issues, risks, mitigation plan and upcoming activities.
* Preparing cadence and WSR reports for each sprint to stakeholders.
* Facilitating Time-boxed Agile Ceremonies, tracked team’s performance and scope creep using burn-up/burn-down charts, designing internal reports to track team progress with respect to every iteration.
* Conducted Triage meetings, Evidence walkthrough and sign off meetings with all stakeholders for each project.
* Alignment of plans, execution, and dependencies with multiple components and service teams.
* Represent the team in Scrum of Scrums to address dependencies and impediments, to share experience and knowledge. Protected team from over-commitment, managed backlog & prioritized resolution of defects/bugs.
* Tracking team velocity and effectively communicating sprint progress to the stakeholders and senior management.
* Trained the cross-functional team to use JIRA for keeping a track of the tasks and generate work progress graphs

**TEST AUTOMATION LEAD, 02/2012 – 05/2018**

**Iinfocomm It Services Private Limited, Bangalore**

* Researched and selected automation tools, prioritizing cost-effective solutions to shorten diagnostic workflows.
* Designed standardized processes and protocols to continuously improve operational efficiency through positive iteration.
* Authored automated testing reports and presented findings to manager for review.
* Monitored emerging test automation frameworks, technologies, and best practices for useful developments.
* Updated and maintained project documentation for detailed recordkeeping.
* Identified appropriate situations for implementing test automation, accounting for situations where automated testing was counterproductive.
* Completed automation of functional and regression testing.
* Met with quality assurance, developers, and project managers to assess scope and sequence of project.
* Created detailed test cases for use on diverse projects.

**Educational Qualifications**

* Ideal Institute 0f Technology, Ghaziabad, 08/10
* Bachelor of Science: Computer Science & programming
* De Paul School, Vindhya Nagar, 05/2005
* High School Diploma

**Certification**

* **Completed professional Certificate of POWER BI**
* **Completed professional Certificate of Scrum Master**
* **Completed professional Certificate of CompTIA A+ AND N+ from NIIT**

**Place Date**  
Hyderabad