**Kusuma Arasada**

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**Sr. Project Manager**

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**SUMMARY:**

* All Over 12+ years of Project Manager proven skills in requirement gathering, interacting with developers, documenting various business processes, executing test plans and coordinating various projects contributing in Retail, Healthcare, and E-commerce IT Sectors in all phases of the Software Development Life Cycle (SDLC) and working experience on software development methodologies like Water Fall model, Agile model, Iterative model and Rational Unified Process (RUP).
* 8 + years of experience in GAP analysis, Order Management SWOT analysis, Cost-benefit analysis, Reverse Logistics, Catalog Management, Adobe Experience Manager (AEM) and ROI analysis.
* Experience in facilitating Agile Scrum Ceremonies - Product Backlog grooming, Sprint Planning, Daily Stand-ups, Sprint Reviews and Sprint Retrospective
* Expertise in data analysis and visualizations in QlikView, Looker, and Cognos for business reporting, Dashboard creation, Crosstab reports, Drill Through Reports, Master-Detail Reports, and Cascading Reports
* An enterprise level project to implement a SaaS service desk solution to replace several that are currently in use at RTI.
* Program Manager for implementation of Workday HCM, Recruiting, Benefits and Absence. Workday implementation had integrations with LMS, Time Management, Succession Planning systems.
* Expertise in Creating and Implementing A/B testing QA Automation Test Cases, QA Automation Test Test Plans, Test Reports, Traceability Matrix and documenting defects using HP QC and HP ALM. Collaborated and monitored Black-Box Testing, Smoke Testing, and System Integration Testing (SIT), User Acceptance Testing (UAT) using GxP and Regression Testing AXE Testing Performance testing, and Vulnerability testing using GxP.
* Created The content management - Business Requirement Documents (BRDs), Functional Requirement Documents FRD, SRS, use cases, wireframes, activity diagrams, logical Diagrams and User Story Mapping
* Strong financial modeling skills and high level of proficiency in Excel
* Thorough understanding of Anti Money Laundering (AML) procedures and hands-on experience of working to ensure AML compliance at the client's place.
* Experience with Cloud environments such as AWS, Azure, Google Cloud
* Proficient in business process modeling, documentation, and QA Automation testing; A/B testing using Quality Center, iRise, Rational Suite, MS Office Suite, MS Visio, MS SharePoint, EDM etc. in combination with UML diagramming techniques.
* Conducted regular meetings with decision makers and end users from the various business departments using the OMS (Supply Chain, e-commerce, Retail, Customer Service) to understand changing business needs and business improvements.
* Created automation process for business using REST API SOUP UI, POSTMAN services for the frequent update of data on a Daily database for Bigdata (Hadoop) HIV
* Business Design for desired changes and updates in the system in the MMIS, technical design, and UAT testing for changes and updates to the system using GxP.
* Performed additional tasks as assigned, improving the effective administration of the AML and KYC Policies
* Analyzed and worked with HIPAA-specific EDI transactions for claims, member enrollment, billing transactions
* Served as a liaison between the internal and external business community (Claims, Billing, Membership, Customer service, membership management, provider management)
* Facilitated the creation of key financial and performance metrics through executive dashboard and metric reports
* Project management skills to oversee Workday-related initiatives, ensuring they are completed on time and within scope.
* Developed and translated personas and usage scenarios of every page utilizing Salesforce SaaS.
* Review and aggregation of financial data for reporting critical information into concise and meaningful reports for senior and executive management Responsible for ensuring all required design inputs are captured and incorporated into product labeling development and design changes.
* Responsible for gap analysis in changing old MMIS and Involved in testing new MMIS.
* Thorough knowledge of ICD-10 codes and CPT codes for both Mental and Medical Health and worked extensively with Inbound and outbound 834 Transactions processing systems.
* Ensure system configuration and functionality adhere to HIPAA 5010, Medicare, Medicaid other market-specific regulations and business rules.
* Led identification and remediation of highly complex issues and defects for the Cornerstone customer due diligence application in support of the Wholesale BSA/AML program and OCC Consent Order, in support of specific LOBs as well as Level 3 production support, as well as interdependencies across other CDD Tools (COPS, CRMS)
* Supported Design, Development, and Implementation (DDI) teams for new Medicaid Management Information Systems (MMIS)
* Familiar with current industry standards, such as Title 21 CFR Part 11, 21 CFR Part 820, Six Sigma, Medicaid, Medicare, Marketplace, MMP, Claims, Enrollment, Benefits, and Medical Health Records (EMHR).
* Excellent skills in writing stored procedures, SQL queries, functions, triggers, views, and schemas in SQL. Proficient in Business Objects and hands-on experience in Windows and UNIX environments
* Well experienced with Web Analytics tools like Google Analytics, and Adobe Analytics for making reports and recommendations. Well-versed with Adobe Experience Manager (AEM) and its products. Advanced Excel skills. (Dynamic tables, macros, etc.)

**TECHNICAL SKILLS:**

* Methodologies: Agile Scrum, Waterfall, Iterative models and Rational Unified Process (RUP)
* Agile Requirement Management Tools: RALLY, JIRA, TFS, KANBAN, VSTS
* Software Tools: Microsoft Office Suite (Word, Excel, PowerPoint, Access, Visio), MS Project, GitHub, TFS, SOUP UI, POSTMAN,
* Database: MS Access, Oracle 9i, VSTS, SQL Server 2008/2012
* Tools: UML, SharePoint, HP Quality Centre, Rational Suite, Looker, AWS; Big Data tools - Hive and Spark; Adobe AEM 5.5.2/5.6.1
* Modeling & Designing Tools: IBM Rational Rose, MS Visio, CSS, HTML, Flash, Action Script.
* Coding language: Java; Hive; Spark
* Testing Tools: Win Runner, Load Runner 9.1, Quick Test Pro (QTP)
* Defect Tracking: IBM Rational Clear Quest, Mercury Quality Centre, Jira
* Business Intelligence and Visualization Tools: Quick View, Congos, Micro Strategy, SSRS, SSIS, QlikView and Tableau
* Version Control Tools: MS Visual Source Safe (VSS), Team Foundation Server (TFS)
* Web Analytics: Google Analytics, Adobe Analytics, HTML

**EDUCATION**

* **Bachelor of Technology: Computer Science and Engineering**

**CERTIFICATION**

* **Certified SAFe® 5 Product Owner/Product Manager**

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**PROFESSIONAL EXPERIENCE:**

Company: Commonwealth of California CA, San Jose (EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES)

**Duration: March 2023 – Till Date**

**Role: Sr. Scrum Master / Project Manager**

**Roles & Responsibilities:**

**MECS Scheduler:** The purpose of this application is to allow the Medicaid member population to schedule an appointment from the online portal through the link provided on a mass.gov generic page and allow the staff at MassHealth Enrollment Centers to visit the OnBase portal to address the scheduled appointments successfully

* Engaged in Data warehousing in gathering business definitions, business rules, data profiling analysis and findings, and obtaining SME sign-offs
* TEMP Effective interpersonal skills and ability to maintain collaborative work relations with all levels of staff
* Keeper of the enterprise data store data dictionary, updated and maintained the data dictionary, liaised between the upstream and downstream users, serving as a bridge between the business and the data warehousing development team
* Expert in implementation of insurance Technology solutions like Guidewire including Personal P&C  Reinsurance and Commercial Automobile Product
* Used a combination of Waterfall and Agile methodology to manage an enterprise-level project to evaluate, select and implement a SaaS travel and expense (T&E) solution to completely replace the application currently in use at RTI.
* Organize meetings, enforce timeboxes, and respond to the impediments reported explicitly.
* Handle a development team of 6-9 members.
* Improve the product owner's TEMP effectiveness by helping maintain the Product Backlog and release plan. Help the Product Owner organize backlog items into appropriate releases or priority groups.
* Ensure the task board, Sprint Burndown Chart, and impediments list is up to date, visible to the development team, and convenient to use.
* The end to end evaluation and implementation of a SaaS Environmental Health and Safety (EHS) application, to support Medical Surveillance, Incident Management, Radiation Tracking and Workman’s Compensation processes.
* Prepaid A/B testing ;QA Automation Test cases and test Scripts for the A/B testing automation team to execute the test cases in Selenium and performed AXE testing and JAWS testing
* Ensure an appropriate amount of inter-team communication is happening.
* Trained in Workday Recruiting, Workday HCM, Workday Business Process, Workday Security.
* Mapped existing manual-focused business processes to Workday.
* Managed Workday team of 60 Executives, Stakeholders, configurators, business SMEs.
* Change Agent for Workday focused on the effect of changing technology, business processes, structures, and tasks on interpersonal and group relationships in Company.

**E-submission Application:** this application is to provide MassHealth members 65 and older, an option to upload their renewal for health coverage from the online webpage through the link provided in a Ma21-generated notice they receive by mail. This renewal will be transmitted to the MassHealth Repository (EDM) and the Department of Transitional Assistance Repository (EDM) when appropriate and pulled into MWS (for staff at MassHealth Enrollment Centers to process) and Beacon (for DTA staff to process).

* Created UI/UX mockup Screen and provided to the development team.
* Worked on Commercial Lines P&C Insurance, including policy, claim processing, and reinsurance.
* Actively involved in brainstorming and JAD sessions with the client to identify all the requirements for P&C project development
* Worked on P&C insurance, maintaining the database, and handling clients and stakeholders at the same time
* Collaborate with stakeholders to gather and document business requirements for credit card processing.
* Work on integrating TSYS with other systems and third-party services to ensure seamless data flow and operations.
* Customize TSYS features and functionalities to meet specific business needs and regulatory requirements.
* Utilize TSYS reporting tools to generate insights and analytics for business decision-making.
* Created guidelines for the smooth flow of the different project elements in P&C domain
* Specific concentrations and drivers of adoption of Agile Software development methodologies (SAFe, Scrum, and Kanban practices)
* Planning, leading, and coaching the organization in its Scrum adoption.
* Facilitated internal and external stakeholder UI/UX design and process approval meetings.
* Understand the product vision and lead the team to work towards it. Communicate the vision, goals, and Product Backlog items to the development team.
* Help the product owner in defining and maintaining the product backlog. Coach Product Owner on prioritization techniques to help keep the Product Backlog into incremental releases.
* Define and document standards, styles, & patterns for Future state UX/UI.

**Company: Equifax , Atlanta Alpharetta, Georgia** **Duration: August 2021– Feb 2023**

**Role: Sr. Scrum Master / Project Manager**

**Roles & Responsibilities:**

* Product Visioning, Product road-mapping, Release Planning, breaking down Features, Epics, and User Stories, Defining Acceptance Criteria
* Product backlog Prioritization
* Conduct and facilitate estimation, sprint planning meetings, and Daily Stand-up meetings. Sprint Review and Demo, Retrospectives
* Initiated, structured, formalized and led stakeholder and clients' Ul/UX design and processes approvals.
* Understand how these modules interact and integrate within the Workday ecosystem.
* Align business processes with Workday capabilities to ensure optimal use of the system.
* Configure Workday modules to meet business requirements, including setting up security roles, workflows, and reporting dashboards.
* Responsible for end to end testing prior to launching new Confidential Diagnosis product in eCommerce,SAP SD, SFDC (SaaS), and WCS.
* Implemented a SaaS Lease Management application.
* Participate in the SAFE agile planning & and retrospective meetings.
* Prepaid A/B testing;QA Automation Test case and test Scripts for QA automation team to execute the test cases in selenium
* Collaborating with stakeholders to gather and document business requirements for Zelle integration. - Conducting feasibility studies and gap analysis to understand current systems and identify changes needed for Zelle implementation.
* Designing and optimizing business processes for Zelle payment workflows. - Ensuring compliance with regulatory requirements and industry standards for digital payments.
* Developing detailed project plans, including timelines, milestones, and resource allocation for Zelle integration projects. - Coordinating with cross-functional teams (IT, security, finance, etc.) to ensure successful project execution.
* Creating and executing test cases for Zelle payment functionalities, including unit tests, integration tests, and user acceptance tests (UAT). - Identifying and documenting defects, and working with development teams to ensure timely resolution.
* Preparing and delivering project updates to stakeholders, including progress reports and risk assessments. - Developing training materials and conducting training sessions for end-users and support teams on Zelle payment processes.
* Monitoring the performance of Zelle payment systems post-implementation. - Addressing any issues or improvements required based on user feedback and system performance metrics.
* Participate in the scrum of scrums meetings.
* Co-ordinate with the technical lead & and development team offshore and onshore. O Coordinate with the QA lead and team offshore and onshore.
* Work with the client Director, Program Manager, and other scrum teams across the organization.
* Mapping user stories to the product backlog under the Scrum project board, Creating Sprints, and Linking stories to the respective sprints in Jira.
* Defined application interface and Style Guide by creating a comprehensive design and technical requirements documentation for Ul development.
* Tracking and reporting Burn-down and Burn-up charts in Jira.
* Support Penetration Testing which is an attempt to evaluate the security of the Equifax IT infrastructure by safely trying to exploit vulnerabilities. These vulnerabilities may exist in operating systems, services, and application flaws, improper configurations, or risky end-user behavior.
* Support UAT

**Company: Volkswagen New York, New York Downtown Duration: Jan 2019 – July 2021**

**Role: Sr. Scrum Master / Project Manager**

**Roles & Responsibilities:**

* Gather requirements from business.
* Design a solution and prepare a functional design document.
* Work with the development team and assist with unit testing using GxP.
* Initiated, structured, formalized and led internal and external stakeholder and clients' UI/UX design and processes approvals.
* Work with Business to unit test the change.
* Deploy and validate changes using GxP.
* Document the as - is for inbound, internal and outbound processes. Internal processes included kitting, quality, production and cross docking.
* Expertise in Material UI, Bootstrap and Design System Components and proficient in various software technologies such as HTML5, CSS3 (SaaS), JavaScript (Angular & React), and jQuery.
* Gather customer business requirements to be implemented in SAP EWM.
* Conduct extensive future design workshops with client.
* Demonstrate standard EWM functionality that fits the client requirements.
* Prepare list of FRICE to cover items that can't be met using standard.
* Work with technical consultants to find best approach for new enhancements. This included looking up Business Adding (BADIs) and prototyping.
* Performed AML functions on an on-going basis, including detection / reporting of suspicious transactions and activities; conduct reviews for the enhancement of the AML functions of the Bank, and perform AML risk assessment when required.
* Work with supply chain consultants to implement best practice methodologies to support day to day operations inside the warehouse. This includes, receiving, put away, internal movements, picking, and packing.
* Work with technical consultants while setting up warehouse, storage location shipping point and business partners in EWM.
* Configuring WIMS system to meet business processes.
* Serve as the single point of contact and liaison between customer, operations and Contract logistics IT.
* Provide level 1 support to analyze, troubleshoot and resolve WMS issues where possible; escalate to IT support where necessary
* Clearly document details of WMS issues including steps to recreate the issue when escalation is required.
* Knowledgeable IT infrastructure hardware such as RF handhelds, vehicle mount RF, printers and other IT equipment associated with Manhattan WM Active systems.
* Maintain Master MDM Data in EWM and APO as needed to support SCM functionality.
* Work with Relationship Managers to understand the client and to correctly assess the client's AML RiSk Rating
* Set up Catt in both ECC and EWM to create data for QA Automation testing scenarios.
* Document and design current and future IT enabled solutions and drive all relevant business analysis to ensure the most effective recommendations are made for successful solution and project plan completion.
* Organize and conduct interviews and workshops to identify key business processes and the application supporting them
* Gather existing documentation to be leveraged for the as-is analysis.
* Document key MDM data objects flowing through the company's IT systems landscape.
* Communicate with vendors and business in resolving issues with the Manhattan WM Active software.
* Work with the business and WMS vendors to determine the most efficient setup of the WMS application in order to run the distribution facilities effectively.
* Based on as-is analysis results, draw a conceptual MDM data model for the company's most critical MDM data entities.
* Maintain productive relationships with client and teammates.
* Gather requirements for Enterprise API solutions and Manhattan WMS Integration with Flexible
* Fulfillment applications.
* Identified resources needed and assign individual responsibilities.
* Manage and synchronize communication between developers and functional/business teams.
* Design, Implement and lead team effort on FRICE (Reports, Interface, Conversion, Enhancements and Forms.)
* Drive the development team (20 developers including off-shore resources) to meet deadlines.
* Coordinate objects hand off to QA Team for user acceptance testing and track any defects using SAP Solution Manager.
* Actively participate in objects testing.
* Create user and troubleshooting guides on how to run, test, and troubleshoot interfaces.

**Company: Wal-Mart Bentonville, Arkansans.** **Duration: November 2017 – December 2018**

**Role: Sr. Scrum Master / Project Manager**

**Roles & Responsibilities:**

* Performed AS-IS business process study.
* Working to gather Requirements for migrating of Content from Portal to Adobe AEM and functionalities including Multi-site management and multi-channel management and Digital Asset Management.
* Oversee data migration activities during Workday implementation or upgrades, ensuring data integrity and accuracy
* Manage data imports, exports, and updates within Workday, following best practices for data management.
* Create and maintain custom reports and dashboards in Workday to meet business needs.
* Utilize Workday’s reporting and analytics tools to provide actionable insights and support decision-making.
* Working with Business/UX Producers/AEM architects/Experience Leads/APO’s on component decomposition for various experiences in KP.org.
* Collaborating with Content authoring teams to create functional specs for shared components.
* Performed gap analysis for Components Requirement Standards.
* Applied Use Cases diagram to validate and test web application design against the Ul architecture.
* Delivered high-quality design docs: sketches, sitemap, user flows, wireframes, mockups, and specifications.
* Working with Product Manager to streamline the current adobe analytics engagement process.
* Define and document standards, styles, & patterns for Future state UX.
* Consult with experience teams (definition and/or scrum) as they utilize common styles and patterns
* Following Scrum process - Involved in User-story creation, Stand-ups, Grooming, retrospectives and demos
* Creating user-stories for patterns and Proof of Concept in JIRA.
* Working with Accessibility teams to understand the ADA requirements for various experiences
* Preparing Weekly Status Reports and MoMs (Minutes of Meeting) for Pain Points meeting
* Experience developing applications, templates, and components for the Adobe AEM/CQ product (WCM, DAM, CQSE, CRX)
* Understanding of the Adobe Experience Manager (AEM) including Projects, workflows and asset management is required

**Financial Planning Application:**

**Roles & Responsibilities:**

* Interacting with various Stakeholders and Clients through interviews, surveys and for better understanding and adaptability and perform user research and document the findings to be incorporated into design discussions.
* Provided advice on AML and sanctions risks related to all Wholesale Banking clients in the America's region subject to Enhanced Due Diligence (EDD) and Customer Due Diligence (CDD) policies including PEP and sanction affected entities at customer acceptance and periodic customer reviews
* Act as the primary point of contact for Workday-related issues and inquiries.
* Troubleshoot and resolve system issues, working with Workday support and internal IT teams as needed.
* Stay updated on new Workday releases and features, evaluating their potential impact on the organization.
* Identify opportunities for process improvements and automation within Workday to enhance efficiency and effectiveness.
* Gather user feedback to continuously improve the Workday user experience.
* Implement enhancements and optimizations to make Workday more user-friendly and efficient.
* Strong experience with TSYS (Total System Services) platform and credit card processing systems.Managed the work allocations and delivery by the development team. Monitor the work completion, generate reports and publish to business and relevant stakeholders on productivity and deliverables
* Develop and execute test plans, test cases, and test scripts to validate the functionality and performance of the TSYS platform
* Act as the primary point of contact for the TSYS platform, managing the product backlog and prioritizing features based on business value and strategic goals.
* Solved workflow problems in high intensity environments, through visual and interaction design. Planned and implemented UX strategies dat reflected country-specific individuality while keeping the brand identity for each unique MSN service
* Executed System and solution analysis of other applications to determine overlaps and replicate existing processes.
* Define metrics and develop reports to capture the productivity of the development team. Drive Implementation of the solutions in accordance with Project/Program roadmap
* Drive team in delivering sprint functionalities, facilitate discussions, remove impediments & resolve conflicts.
* Participate in the analysis, design, and implementation of relevant WCM or e-Commerce platforms such as Adobe AEM (CQ), SDL Triton, Sitecore, Fatwire and Crown Peak, hybris, Oracle/ATG, Sterling Order Management, Manhattan Associates, Demand ware, and IBM Web Sphere Commerce

**Pricing Application:**

**Roles & Responsibilities:**

* Serve as the subject matter expert on the TSYS platform, providing guidance and support to internal teams.
* Manage configurations and settings within TSYS to optimize performance and functionality.
* Ensure TSYS system parameters and configurations align with business policies and compliance standards.
* Interact with Business owners and technical SMEs to gather business and operational requirements
* Third party MDM data analysis to map external data with Wal-Mart pricing data – Amazon Price Gap data, NPD market share MDM data and Nielsen data
* Documented stories in the product backlog for new development, defects, and enhancements for team.
* Review and analyze the efficiency of the existing OMS system and
* Coordinate within the Supply Chain functional areas to help document and align integration across the areas of Network, S&OP, OMS, Transportation, and Warehouse Processes
* Demonstrated understanding of Microsoft Excel, SAP, COMS, GGSM, Inventory Accounting, Warehouse Management Systems and SCP
* Verify that the term and expiration in OMS aligns with DOB in ICOMS
* Worked with development teams to provide business context of deliverables
* Collaborated in coaching employees, leading business process management initiatives in their process areas, Value Stream Mapping and supporting site's in the BPMS model and metric building
* Implemented a highly efficient process for on boarding technical resources, allowing the
* to grow with reduced on boarding time by 50%
* Worked with the Solution Architect to develop a paperless automation process that sped up the processing by 30%.
* Handle integration challenges between OMS and Supply chain, Store, Host and E-com applications
* Provide change control for new OMS functionality deployments to the development team
* integrating e-Commerce solutions with other products and solutions utilizing for example IBM Sterling OMS, IBM Sterling WMS, IBM middleware, IBM Integration Bus and offerings from other vendors
* Familiarity with Azure Cloud Solutions and architectures (Windows/Linux VM’s, MDM Data Lake, HD Insight, SQL Database, Virtual Network, Azure AD); hands-on experience highly desired
* Management tasks while minimizing impact to Client’s business
* Performed AML functions on an on-going basis, including detection / reporting of suspicious transactions and activities; conduct reviews for the enhancement of the AML functions of the Bank, and perform AML risk assessment when required.
* Completed a full risk analysis with a mitigation plan which was updated and reported to Executive leadership with full transparency.
* Lead Change Management tasks while minimizing impact to Client’s business
* Completed a full risk analysis with a mitigation plan which was updated and reported to Executive leadership with full transparency.

**International Transportation:**

**Roles & Responsibilities:**

* Played a key role in the team to open the first retail location in Mexico, administered an RFP for transportation   services, implemented the new shipping process, and collaborated with cross-functional partners across the Business to ensure successful store opening
* Provide daily user support of the Manhattan WM Active Functional modules during and post implementation.
* Integrating e-Commerce solutions with other products and solutions utilizing IBM Sterling OMS, IBM Sterling WMS
* knowledge in QA Automation testing and A/B testing , continuous code delivery and deployment experience using Devops /CI (Continuous Integration) tools
* Schedules and coordinates customer due date in OMS and with Carriers and Order Managers
* Support the Contact Center and Fraud Prevention teams with OMS system needs/issues
* Provide technical knowledge of enterprise OMS technologies including Order orchestration, DC Fulfillment, Store Selling and Fulfillment that deliver Multi/Omni channel functionality in a Direct to Consumer retail organization
* Prepare and execute training sessions for users of the e-Commerce master MDM data and OMS processes, incl. preparation of training materials
* Research issues for Suppliers and Customers to help with the Supplier Claims and Billing and Recovery – Convert potential enhancements into new requirements for technical teams
* HR Pay Role application

**Roles & Responsibilities:**

* Strong attention to detail and ability to manage multiple priorities and deadlines
* Created technical stories for the automated process for business needs REST API services.
* Understanding of API message format, e.g. JSON, XML
* Strong team player with the ability to be flexible, diligent and dependable
* Gathering variable payroll earnings & deductions inputs (data not stored in SAP HR) and updating the ADP flexi form (Excel templates to submit the data to ADP in line with predetermined cut off dates). Incorporating off cycle changes into regular payroll such as bonus payments (annual incentives, spot awards), annual benefit selections, and mobility and equity calculations, including taxable benefits (Accounts Payable/BTM items). Ensuring all calculations associated with the inputs are based on local regulatory requirements
* Ensure compliance with payroll, legal, tax and finance policies and procedures; make recommendations for process improvements
* Excellent communication, interpersonal and analytical skills; Be a catalyst for change and able to respond quickly to various requests
* Able to possess and apply the knowledge of the basic elements of payroll processing
* Strong diplomacy skills and the ability to resolve conflict in a professional manner
* Familiar with the basic elements of the taxation of employee compensation and benefits and is capable of applying at basic level
* Oracle Financial/SAP, MS Office (Advance Excel), ADP or similar payroll processing applications
* Maintain and update tax related master data in the SAP Payroll System
* processing payroll utilizing ADP's Enterprise (EV4/EV5) application
* Proficient in ADP R reporting tool
* Perform A/B testing ; QA Automation testing/validation related to Workday and ADP using GxP
* Reconcile and complete analysis of payroll to KBX and ADP reports as required
* Strong technical competency in ADP Payroll (Pay Force) HRIS (Workday), Financials (SAP), and Time/Attendance (Enterprise E-Time) preferred
* Demonstrated proficiency in payroll/reporting packages, such as ADP Pay Force, ADP Reporting and Workday
* Ability to use multiple systems effectively (e.g. ADP, ADP Quick view, ADP reports, ADP Report , Microsoft Excel, Microsoft Word, Microsoft Outlook, PC Applications)

**Company: Wipro, India** **Duration: May 2014- June 2017**

**Role:Sr Business Analyst**

**Roles & Responsibilities:**

* Interacted with various stakeholders through interviews, and surveys and facilitated JAD sessions for better understanding and adaptability.
* Conducted GAP analysis to enhance the current application platform as and when required.
* Assisted in providing cross-functional knowledge to developers and Business users.
* High level of expertise in the use of Excel Spreadsheets, as these are the key software components used
* Closely worked with developers on Business and technical aspects of the application, helping in designing the application.
* Ensured all the specified requirements were correctly translated and assessed by testers using appropriate test cases and test scripts.
* Conducted front-end tool testing to verify requirements are effectively mapped with the Business application.
* Developed plans to verify and validate requirements at all levels so that developed software successfully fulfilled user expectations and Business needs.

**Company: L&T,** **India**  **Duration: April 2011 – May 2014**

**Role: Senior Business Analyst**

**Roles & Responsibilities:**

* Organized and managed meetings between clients, and conducted JAD sessions involving subject matter experts, development teams, and analysts.
* Involved in the process of mapping at various levels till the successful completion of the required provinces involved in Few Core Developmental Mapping Stages with the highest hit ratio in terms of productivity
* Major involvement in requirements elicitation, documentation, and management process.
* Performed Gap Analysis between newly interfaced objects and functions with the existing system.
* Made changes to the existing Vision document, Use-case Specification document, and SRS document.
* Created Data Flow Diagrams, Use Case Diagrams, Activity Diagrams, and Sequence Diagrams in MS Visio.
* Updated Business Requirement Documents (BRD)/Functional Requirement Documents (FRD).
* Applied a standard change control process in tracking defects originating from post-requirement phases.
* Conducted sessions with the development and testing team explaining every change made to the existing document.
* Worked on status reporting on a daily, weekly, and Fortnightly basis to keep the executive management up to date on the progress of the projects.
* Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
* Involved in System Integration Testing (SIT), and user acceptance Testing (UAT) and prioritized outstanding defects and writing business requirements to resolve them.
* Developed plans to verify and validate requirements at all levels so that developed software successfully fulfilled user expectations and business needs.
* Worked extensively with MS Office suite for preparing status reports