

Sujata Badaya  
Professional Summary

Highly motivated , solution -driven Business Analyst professional with comprehensive experience in managing & analyzing small , large & complex projects in Banking Sector to fulfill critical corporate objectives, from conception to deployment for organizations. Dynamic professional with over 9 years of experience in all facets of information systems methodology from requirement analysis , conceptual design through documentation, implementation, user training and enhancements. Proficient in Requirement analysis , JAD sessions , Business and System reviews and working sessions to understand the requirement and system design. Experience leading cross-functional teams in the development, documentation and delivery of process innovations driving the attainment of business goals. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Skills

- Strong analytical and conceptual skills.
- Excellent MS Excel , Word, Visio , Power Point ,Confluence experience.
- Experience Defect tools - JIRA , ALM
- RDBMS - MS SQL SERVER , ORACLE
- Adaptable, organized and capable of prioritizing work appropriately.
- Ability to function and contribute in fast-paced , dynamic environment.
- Experience working with Agile process.
- Experience managing projects through full SDLC life cycle.
- Experience working in geographically distributed development team members.
- Ensure technology delivers per agreed Project Plans.
- Experience working with reporting tools like Tableau , SSRS etc.
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Work History

Sr. Technical Business Analyst 03/2019 to Current At&T , Gainesville , GA

- Interacted with internal customers to understand business needs and translate into requirements and project scope.
- Analyzed business requirements and process them through document analysis, workshop and workflow analysis.
- Collaborated with stakeholders groups across organization to ensure business and technology alignment.
- Proposed solutions meeting defined specifications and needs.
- Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs.
- Partnered with developers to automate manual processes, saving time and money while decreasing errors.
- Communicated and validated business requirements by creating easy-to-understand dataflow diagrams, process models, sample scenarios and aligns them with functional and technical requirements
- Managed end to end project implementation planning including project management, issue management, change management.
- Led cross functional team to achieve defined milestones and deliverables.
- Negotiated & liaise between business and systems analysts, developers and project management groups.
- Managed project through status meetings, identifying risks and tracking issues.
- Removed obstacle for team by escalating issue to leadership resulting in early delivery of consumer issue solution.
- Extensive experience in creating SQL query for data analysis and UAT/PROD support.
- Supported leadership team with reporting, analysis and business presentations to inform project status.
- Mentored teams and refined Agile techniques throughout journey and evolution of delivery cycles, establishing documentation framework to support Agile methodology implementation with Waterfall-centric delivery team.

Technical Business Analyst 03/2017 to 03/2019 Conduent Incorporated , Buffalo , NY

- Worked with stakeholders & users to define existing or new processes and recommend solutions and improvements.
- Conducting analysis of alternatives , recommendations and data mapping .
- Enhanced existing working workflow and implemented it successfully which benefited organization by meeting business goals in following waysâ€“
- Removed most of manual touch points involved in workflow which in turn eliminated risk involved in processing trades manually
- Reduced risk of losing time sensitive trades
- Reduced manual errors / operational risks and increased accuracy
- Improved efficiency of existing workflow by processing more no. of trades per day.
- Made complete workflow paperless
- Plan, coordinate and manage cross-functional analysis, design, development , testing and go-live of technology systems.
- Assisted Program manager with project estimation and costing.
- Documented functional specifications, use cases, process flow diagrams, workflows, User Interface screen mock-ups, test scripts
- Provide review, analysis and support for testing team
- Conducted data analysis using SQL and Excel to create reports (charts & graphs) for daily reconciliation and checking the accuracy of

data.

- Created SSRS reports for end of day or adhoc reports to support daily EOD process .

System Analyst 05/2013 to 02/2015 Eureka Infotech, Inc. , Hicksville , NY

- Analyzed client's business requirements and processes through document analysis , interviews , workshops, and workflow analysis.
- Communicate client's business requirements by constructing easy-to-understand data and process models.
- Translate stakeholder's requirements into over 10 different tangible deliverables such as business requirement documents, functional specifications, user cases, user stories, workflow/process diagrams, as-is/ to-be data flow/data model diagrams.
- Trained end-users in new functionality by both presentations and documentation.
- Tested in lower environments region prior to any changes done to production environment, coordinate, test and supported deployment.
- Create SQL Server Reporting Services (SSRS) and provide maintenance to existing reports.
- Performed Functional testing and Integration testing.

System Analyst 07/2012 to 05/2013 Fidelity National Financial , Jacksonville , FL

- Engage client to gather business rules/software requirements and ensure alignment with development teams.
- Translate and maintain /manage project-wide documentation : project plans , BRD's , workflow , dataflow, risks and issues .
- Facilitate implementation of new functionality through training sessions, demos and development of training manuals.
- Facilitate project level meetings and keep track of status, progress and key issues .
- Document test cases, test plans and executed functional test cases.

Education

Rajasthan University , City , India Bachelor of Engineering Technology , Computer Science , 06/2008