

RESUME

POOJA MATHUR

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SYNOPSIS OF WORK EXPERIENCE

- Software professional with 9 years 5 months of experience in IT Industry.
- Industry Experience in **Project Manager role, Project Coordinator role, Business Analyst role, Documentum (Content Management Tool), SQL, Java, MS Office.**
- Companies associated with-
 - **Tata Consultancy Services** (November 2007 – Oct 2014) as an IT Analyst.
 - Jharkhand Agency for Promotion of IT (**JAP-IT**), Nodal agency for Government of Jharkhand, IT Department (Oct 2014 till date) as a System Analyst.

PROJECTS WORKED ON : JAP-IT

Project	HUNAR-Skill Development Project; Shramadhan- Comprehensive Labour Management System
Customer	Jharkhand Skill Development Mission Society; Department of Labour Employment & Training, Govt. of Jharkhand
Period	Oct 2014 till Date
Description	Handling 2 portals- one to manage Skill Development activities of the state and other to automate labour Acts of Jharkhand Government
Role	System Analyst (Team Lead)
Tools	Eclipse Indigo(3.7.1),jdk1.6.0_27,MS Office, HTML
Responsibilities	<ul style="list-style-type: none">➤ Requirement gathering by coordinating with different departments➤ Prepare Project plan, Software Requirement Specifications (SRS), Design document including DFDs, ER diagrams, user guides etc➤ Train stakeholders for use of this portal➤ Actively assign tasks to team and attend all review meetings with clients➤ Handle Database queries and Integrate Google Analytics

PROJECTS WORKED ON : TCS

Project	Astellas Inc.
Customer	Astellas Inc., Japan
Period	April 2014 to Oct 2014
Description	Management of regulatory documents for Astellas Pharma Inc.
Role	Support Executive (Team Lead)
Solution Environment	Documentum, SQL, Oracle 10g
Tools	Eclipse Indigo(3.7.1),jdk1.6.0_27,MS Office, HTML, Javascript
Responsibilities	Support existing application, Prepare reports & conduct client meetings.

Project	Wiley-CMS-Support Offshore
Customer	John Wiley & Sons Inc., USA
Period	September 2013 to October 2013
Description	"Global Education Content Management System (GECMS)" enables publishing of Global Education content in multiple delivery platforms.
Role	Developer (Team Member)
Solution Environment	WDK, DFC 6.7, Documentum Administrator, DAM 6.5, CTS/MTS Server, Documentum Process Builder/Workflow, Xplore ,Oracle 11g
Tools	Eclipse Indigo (3.7.1), jdk1.6.0_27, Tortoise SVN Client 1.6,Documentum Composer, WinSCP, Putty, Apache Tomcat 6.0.29,MS Office
Responsibilities	Enhance existing application and Customize default WebTop functionality.

Project	GE Healthcare
Customer	GEHC, UK
Period	Oct-2010 till Aug-2013
Description	GE Healthcare has a secure central global repository for the electronic creation, modification, review, approval and storage of controlled and submission documents to meet the regulatory requirements.
Role	Production Support Executive and Track Lead (Documentum Administrator)
Solution Environment	DFC, Documentum 5.3, 6.7, Unix, Apache Tomcat, PDFAqua Lipient , Xplore, Citrix, DA, DCM, HTML, Java, Javascript, MS Office Applications.
Tools	Putty, Winscp, dqMan, djMan
Responsibilities	<ul style="list-style-type: none"> ➤ First point of contact for customer interaction ➤ Involve in Documentum Administrator tasks ➤ Resolve customer issues within the given SLA ➤ Train new associates in Documentum to get new projects for GE ➤ Coordinate with teams like DB, L1 support to resolve application issues

Project	Qantas E-Management and E-Distribution
Customer	Qantas, Australia
Period	Dec-2009 till March-2010
Description	The project provides support and maintenance for Qantas Airline applications dealing with storage and organization of engine manuals etc.
Role	Developer (Team Member)
Solution Environment	DFC, Documentum 5.2.5, Unix, Apache Tomcat
Tools	VSS, Filezilla, Samson, XMetal
Responsibilities	Implement Change Requests, Resolve issues and prepare reports for clients.

Project	Humana Mentor_Documentum Off
Customer	Humana Inc, USA
Period	Jan-2009 till Aug-2009

Description	The project involves task for enhancement and customizing the default functionality of WebTop in the existing application.
Role	Developer (Team Member) , Project Leader Jul'09-Aug'09
Solution Environment	DFC, Documentum 6.0, Weblogic, Process Builder & Process Integrator
Tools	Eclipse, VSS, Repoint
Responsibilities	<p>As a Team Member:</p> <ul style="list-style-type: none"> ➤ Enhance existing application & customize default WebTop functionality ➤ Implementation of Change Request and prepare DQL scripts ➤ Update system and design Documents as per the enhancement ➤ Develop unit and system test scripts. Involve in UAT also <p>As a Project Leader:</p> <ul style="list-style-type: none"> ➤ Management of Project level activities and prepare Status reports

Project	Sea LOG/Air LOG Business Rule Extraction
Customer	KUEHNE NAGEL
Period	March 2008 to July 2008
Description	This project involves business rule extraction of Kuehne Nagel (One of the largest logistics service provider). Solution Environment was AS400

ACHIEVEMENTS

- Awarded Certificate of Appreciation from Labour department, Jharkhand for timely project delivery
- Awarded Certificate of Lean Six Sigma Proficiency as a **six sigma GREEN BELT** by TCS
- Worked on both **Waterfall and Agile Methodology**
- Awarded Certificate in **Healthcare and Lifesciences L1** by TCS Business Domain Academy

TECHNICAL SKILLS

Programming	: DFC, Core Java
Tools	: Eclipse, Tortoise SVN Client, Documentum Composer, Winscp, Putty, Apache Tomcat, dqMan, djMan, Filezilla, VSS, Repoint
Database	: Oracle 11g, PostgreSQL
Software	: MS Office, Documentum

EDUCATIONAL QUALIFICATIONS

Degree and Date	Institute	Major and Specialization	Percentage of Marks
Bachelor of Engineering, 06-07	Engineering College Kota, Rajasthan	Information Technology	73%
Senior Sec. Certificate Examination (Class XII), 2001-02	St. John's Sr. Sec. School, Kota, Rajasthan(CBSE)	Mathematics, Physics, Chemistry and English	84%
Higher Sec. School Certificate Exam (Class X), 1999-2000	Sophia Girls School, Kota, Rajasthan(CBSE)	Science & Maths	89%