**Sane Divya**

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**Project Manager**

**EXPERIENCE SUMMARY**

* Over **10** years of experience as **a Project Manager/Agile Project Manager, Product Owner, Scrum Master and Business Analyst** in the field of Finance, Banking, Capital market and Information Technology Industry.
* In depth knowledge of **Software Development Life Cycle** processwhich includes **Waterfall** and **Agile-Scrum, Scrum, Kanban, Safe and scrum-ban** methodologies.
* Active participation in discovery sessions, interviews, prototyping, document-reviews, plan setup, plan configuration with customers.
* Primarily involved in **Budgeting, Resource Management, Training and HR Management.**
* Expert in handling **Conflict Management** especially when there is difference in opinion among various stake holders.
* Excellent understanding of the principles, concepts, practices and standards in the area of project management, technology processes and controls.
* One of the key board member of the **Change Control Board**, to review and decide upon all the change requests.
* Constantly involved in tracking and updating the project’s budgets through **change orders**.
* Proficient at making various artifacts like **Project Charter, RACI chart, Work Breakdown Structure**.
* Presented various **DECK**s during the business talks and also during the closure of an event or activity.
* Capable in prototyping documents, models and attributes for consistency, completeness and risk minimization.
* Proficient in conducting **Enterprise Risk Analysis** using the three attributes GRC (Governance, Risk and compliancy) of the organization.
* Experienced in working with few of the **COTS (Commercially of the shelf) projects.**
* Proficient in handling multiple teams and calculate their **Team Velocity**
* Facilitated various meetings at **Team and Program level** and documented these **Meeting Minutes**.
* Proficient in facilitating **Technology Brand Review Meetings**.
* Proficient in documenting **mid-level strategy planning**.
* Documented Risk Registries for various projects and
* Experience in conducting **Joint Application Development (JAD)** sessions with end users, SMEs and stakeholders.
* Proficient in IAM management while giving access to various team members using RBAC manager tool.
* Proficient in documenting various test artifacts like **Master Test plans** and **Test strategies** for the respective BRD /FSDs.
* Proficient in creating **Macros** using Excel.
* Proficient in conducting various **estimation processes** for requirement gathering.
* Involved in **Client interaction and support** to the marketing team. User meetings-resolve **implementation and performance issues**.
* Efficient in conducting **Enterprise analysis** of a new project at corporate level.
* Conducted **GAP analysis**, User Acceptance Testing (**UAT**), **SWOT analysis, Cost benefit analysis and ROI analysis**.
* Managed both **on-site and off-shore teams** and ensured that both were facilitated with resources all through the project.
* Trained and educated multiple teams about changes in the
* **Defects tracking prioritize outstanding defects** in reporting system. Coordinate between development team and the management team to **resolve any conflicts/defects** in terms of requirements.
* Motivate team players with **excellent business,analytical, communication, presentation, and management, technical and written skills**.
* Simplified existing applications & integration architecture & build for scalability utilizing SOA as framework and Applied the **"As Is"** and **"To Be"** process designs in order to identify any potential process gaps and as well as improvement opportunities.
* Experienced in **Enterprise Business Analysis, Requirements Management, Software / Web Usability, Information Architecture,** and Training **Materials Development** consulting services to corporate clients and maintaining SLAs.
* Expert in using Excel for documenting the financial reports and skilled metrics.
* Expert in using various reporting tools like SAP BO, IBM COGNOS and Informatica.
* Experienced in dealing with data warehousing concepts, and also **ETL tools** in extracting and transforming the data.
* Created **UML Diagrams** including **Use Cases, Activity Charts, Sequence diagrams, Data Flow Diagrams** and **ER Diagrams** using Rational Rose and MS-Visio thus defining the Business Process Model and preparing complex functional requirement documents.
* Good knowledge of creating **SQL Queries** for Data Validation and Data Integration.
* Expertise in developing **Test cases, Test plans, Test Scripts and Test procedures** in manual and automated test environments.
* Created **Test Plan and executing Test Cases** based on Design document and User Requirement document for testing purposes reports in Business Objects.

**Financial Domain Knowledge:**

* In-depth knowledge and experience in**Capital Market** such as **Equities** (Stocks, ETF, Equity Linked Notes), **Fixed Income** (Bonds, Convertibles, MBS, ABS, CDO, Synthetic CDO, CMO, Munis, T-Notes, T-Bonds, TIPS, Inflation-indexed Bonds), **Derivatives and Swaps** (Options, Futures, Forwards, CDS, CLNs, CDS Index, Interest Rate Swaps, Equity Swaps, TRS, Credit Spread Options, Index Options, Swaptions), **FX** (FX Options, FX Futures, Currency Swaps, Currency Forwards, FRA), **Money Market Instruments** (T-Bills, Commercial Paper, Repos), and **Mutual Funds**.
* Well experienced in working with the commercial banks and with various financial firms dealing with services, such as accepting **deposits, giving business loans and auto loans, mortgage lending, and basic investment products like savings accounts and certificates of deposit.**
* Experienced in identifying and documenting detailed business requirements pertaining to **Fixed Income Securities**, **Equities and Equity Trading Cycle**, **Derivatives**, **Portfolio Management**, and **Wealth Management**.

**Technical Skills:**

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| **Business Modeling Tools** | UML Modeling using Rational Rose, UML, MS Visio, Balsamiq |
| **SDLC Methodologies** | Waterfall, Agile-scrum, Waterfall-scrum, Agile, Scale-Agile |
| **Business Skills** | Project Management, Impact assessment, Risk Assessment, Risk Management, Requirements gathering, Process Re-design, Data Modeling, Test Management, Use case design, Impact assessment, GAP Analysis, SWOT Analysis |
| **Requirement Management** | Rational Requisite Pro, MS Word, **JIRA,** Rational Doors, **HP ALM V 11** |
| **Project Management Tools** | MS Project, **SharePoint (2007,2013),HP PPM, Primavera 6,Hyperion,** **Oracle Business Intelligence Enterprise Edition Plus, TFS** |
| **Testing Tools** | HP Quality Center v10.0, HP ALM V11.5, Quality Center(Test Director) v7.0, Rational Clear Quest ,Load Runner |
| **Statistics** | Financial Data Modeling and Analysis, **SWOT analysis**, UAT, Regression and **Risk analysis** |
| **ETL Tools** | Informatica v 7,Informatica v 9.2 , JIRA and SSIS |
| **Reporting tools** | Tableau Desktop 8.2, Cognos v 8,MS Visio, **Excel**, SSRS, MS Word, MS PowerPoint, MS Access |
| **Languages** | HTML5, CSS3, XML, SQL,.Net Framework |
| **Databases** | MY SQL, Microsoft SQL,Oracle |

**EDUCATION**:

* Bachelor of Computer Science, Osmania University, India

**CERTIFICATION:**

* International Scrum Certified
* PMP certified
* Certified Business Analysis Professional

**PROFESSIONAL EXPERIENCE**:

**Client -Fannie Mae Duration- March 2015-Till Date**

**Role: Project Manager**

**Project: End-User Compliance**

**PROJECT DESCRIPTION:**The Project involved in safeguarding the information that flows fromupstream anddownstream by ensuring that the software tools used in all the Controls follow Fannie Mae Governance and Compliance rules and also certifying them.

**Responsibilities:**

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| * Developed a good knowledge of **Amortization**, **Bi-Weekly Mortgage, Fixed Rate Mortgage, Adjustable-rate mortgage (ARM), Annual percentage rate (APR), Balloon payment, Two-step mortgage, Foreclosure**. * Developed project scope, deliverables identification, resource allocation, project estimation and change management in coordination with Business Analysts. * Primarily involved in **Budgeting, Resource Management, Training and HR Management**for this project. * Mainly involved in handling **Conflicts**especially when there is difference in opinion among various stake holders. * One of the key board member of the **Change Control Board**, to review and decide upon all the change requests. * Constantly involved in tracking and updating the project’s budgets through **change orders**. * Proficient at making various artifacts like **Project Charter, RACI chart, Work Breakdown Structure** * Liaised with key stakeholders to maintain Work Breakdown Structure (**WBS**), milestones identification, budget allocation, open issues resolution and project schedules development. * Performed Gap Analysis to identify the deficiencies of the current system and to identify the requirements for the proposed system and followed **Agile SCRUM** methodology. * Assisted BA in developing **use case** diagrams, **Swim Lane**, **Process Workflow** Diagrams, **Data Flow Diagrams**, and Business Workflow Diagrams to represent the system workflow and capture bottlenecks in the application using Enterprise Architect. * Assisted BA in constructing **data mapping** document by identifying source attributes, target destination, and business rules to setup the **ETL** process. * Directed a cross functional, geographically diverse team responsible for the deployment of the **data warehouse**, **data mart**, associated **ETL** streams and the analytic applications. * Directed ongoing data quality assurance activities including design and implementation of data validation audits reports for ongoing production **ETL** loads and execution of data campaigns. * Directed the development and institution of the quality assurance and change control governance models. * Assisted in performing **Data Mapping** activities such as capturing data requirements, source to target mappings, and data validation rules using **SSIS** and executed SQL queries to retrieve data from different databases. * Used PLM software for making it easier to achieve our business goals with targeted applications available to do what we need when we need it, ultimately helping you realize innovation. * Generated & managed static & operational reports using **SSRS** and deployed them into MS **SharePoint** document libraries. * Utilized **Jira**for Requirements Traceability throughout the testing and development life cycle, issue tracking, requirements management and project management. * Directed successful transition to a steady production state of the applications, data warehouse and data mart's quality assurance, maintenance and governance models using ORACLE DRM.   **ENVIRONMENT:  Agile -Scrum, JIRA, Aveksa tool,PLM Software, MS Office, MS Project, MS Visio, Oracle DRM, Excel, HP QC.** |

**Client: Bank of America, Hopewell, NJ July 2013- Feb 2015**

**Role: Project Manager/Scrum Master**

**Project: Portfolio Management /Asset Allocation Systems**

**Project Description:** My project involved in creating the most optimized portfolio management system in a Scaled-Agile environment, which mainly concentrates on maximizing returns while reducing risks based upon the risk aversion which a client is open to.

**Responsibilities**

* Designed and implemented **Front End for a Fixed Income Trading System**, including trade blotter and interfaces to risk management and middle office implementing the **Agilemethodology.**
* Managed the **scope and vision change** of the project**.**
* Prepared **Project Charter and RACI** for the project**.**
* Involved in structuring **mid-level planning** of the planning of strategy**.**
* Created **Work Breakdown Structure** for the project plan.
* Primarily involved in **Budgeting, Resource Management, Training and HR Management.**
* Handled **Conflict Management** especially when there is difference in opinion among various stake holders.
* One of the key board member of the **Change Control Board**, to review and decide upon all the change requests.
* Constantly involved in tracking and updating the project’s budget through **change orders**.
* Proficient at making various artifacts like **Project Charter, RACI chart, Work Breakdown Structure**
* Used **IAM technology** to initiate, capture, record and manage user identities and their related access permissions in an automated fashion.
* Redesigned the core of the **Options pricing/trading system.**
* Project was mainly involved in **Capital Market** investments such as Stocks and Bonds
* Participated actively in the enhancement of **Calypso** for front office applications.
* Developed good knowledge of Equities, Fixed Income, Foreign Exchange, Futures, Bonds and Bond Trading Cycle, Bond Pricing, **Derivatives (Options and Futures), Credit Derivatives**, Interest Derivatives and Equity Order Processing.
* Prepared **Cost and Budget Reports** for the project.
* Proficient in using the **RBAC manager tool** which guiding identify access management (IAM) to various individual members of the team.
* Documented **Risk Registry** for the requirements of the project by following accordingly to the GRC system of the company.
* Maintained **Monthly and Annual Financial Records** of the project budget.
* Designed and implemented **Portfolio Risk Management Analysis System** to automate hedging of various investment portfolios.
* Performed **Enterprise Risk Analysis** for the project using the three governing constraints.
* Assisted my team while documenting **test strategies** and **test plans** for various requirements.
* Participated as a **team member** and **Scrum Master** in various **AgileProjects**.
* Performed **Gap analysis** by identifying existing technologies, documenting the enhancements to meet the end state requirements.
* Identified the requirements of the stakeholders and created **Business Requirement Document (BRD)** and **Functional Requirement Document (FRD).**
* Facilitated **JAD Sessions** with users, developers, and database design team to deal with backend synchronization issues.
* Detected **defects and issues** using bug tracking tool called JIRA.
* Created Use-Case Models to depict Actors and **Use-Cases** in various Business Processes.
* Functional expert for new and existing bank interfaces utilizing various technologies (**EDI, treasury workstations**) and file format payments and **electronic bank statement processing.**
* Proficient in using the **HP PPM** for project management **and HP ALM** in bug and issue tracking.
* Responsible for numerous decisions in respect to business policies, procedures, methods for implementation.
* Developed Excel **models** for **Portfolio Risk and Return Analysis**, as a basis for complex trading packages designed by programmers.
* Used **IAM technology** to **initiate, capture, record and manage user identities** and their related access permissions in an automated fashion
* Performed **What-if analysis** using Excel as per the requirements of the managers.
* Conducted **estimation processes** such as Facets 1, 2 and 3 while gathering requirements.
* Created various types of reports/sub-reports and drilldown like standard and cross tab reports with bar chart, pie chart and line-chart graph representation reports using **Crystal Reports**. Provided walkthroughs of the **Reporting feature.**
* Used **SAP BO** for generating reports**.**
* Involved in implementing Business Process Management Notation (BPMN).
* Involved in identifying the ADHOC scenarios.
* Extracted financial data from **Bloomberg** to a spreadsheet for analytics purpose.
* Created **deployment flowchart** in conjunction with the development, infrastructure, and network teams containing instructions for maintaining the Application.

**Environment: Agile-Scrum, Clear Quest, RSA, IAM technology,MS-Visio,.Net Framework , TFS, HP PPM, SSIS, EA, Web Services, HTML, XML.**

**Client: JP Morgan Chase, Columbus, OH March 2012- June 2013**

**Role: Project Manager/Scrum Master**

**Project: Cash Management**

**Project Description**: Implementation of TLM (Transaction Lifecycle Management) Cash Management application, which is a replacement of an existing legacy system. This application is supplied by the vendor SmartStream (STL). TLM is also known as Global Cashman Application. The Global CashMan application will match the received projected cash flows with the actual cash flows received from the Key Bank’s Nostro Agents.

**Responsibilities:**

* Worked with diff business teams like Prime Services, OTC settlements team and FXOps team to understand the cash projections that they create when they book a trade.
* This was an application involved in development of **Capital Market** derivatives.
* Documented **monthly and annual financial reports** till the end of the project.
* Proficient in creating Work breakdown structure (WBS) for the project.
* Used **RBAC** manager tool in managing identity access (IAM) of every individual.
* Developed knowledge of **Balance Sheet, Income Statement** and **Statement of Cash Flows.**
* Developed knowledge of **Business Process Management (BPM)** and **Cash & Liquidity Management**.
* Developed understanding of the **Reconciliation** of cash flows to understand the scope of the project.
* Defining the scope of the project and identifying the major actors, using various elicitation techniques to gather requirements.
* Assisting in creating Mid-level plan strategies.
* Conducted Daily Stand-Ups and other Sprint Ceremonies like **Sprint Planning Meeting, Sprint Review Meeting, and Sprint Retrospective Meeting.**
* Used to create **Sprint Burn-down and Burn-up charts.**
* Follows various techniques like **T-shirt sizing and Planning Poker in estimating the User-stories.**
* Developed **business requirement documents, use cases, functional and non-functional documents** and process diagrams including context, **dataflow** and **decomposition diagrams**.
* Responsible for decomposing High Level Business requirement into functional specifications.
* Define the data sources, data loads and data transformation using **ER Diagrams**. Used **MS-Visio** for model diagrams, MS-Word for documentation and used **UML** for visual modeling.
* Author Data Flow diagrams, **Activity diagrams, Sequence diagrams** and **Business Process models** with **special detail to Sub-Processes.**
* Conducted **Enterprise Risk analysis** before performing gap analysis for the project**.**
* Design message formats, queues, **systems interfaces**, and worked with the **traders** though **interviews, Questionnaire** and **JAD sessions.**
* Conducted **risk registry** of the project following the three constraints GRC of the organization.
* Conducted Timeline Reviews and monitored milestone achievement and reward program.
* Documented **test strategies** for the BRD of the project.
* Created **Macros** using excel for the application.
* **Analyze**, collected and prepared **user requirements**, **definition**, **scope** and expectations for deliverable plans. **Delivered system documents**, processes, diagrams, and test cases.
* **Liaise with all the stakeholders at all levels a**nd worked closely with teams of **BAs, developers, testers and product control** throughout the entire **development life cycle to ensure a quality product is delivered.**
* Extensively involved in **Data mining, Data mapping** and **Data modeling**.
* Extensively done **GAP analysis** in the project as there were numerous **'As-Is'** and **'To-Be'** conditions.
* Designed the conceptual data and business process models.
* Performed multiple SQL queries using **Query Analyzer/TOAD** for Data Analysis; created database driven reports with output to MS Excel and custom reports such as SQL file count, Ad-Hoc reports, and monthly migration reports
* Prepared **master test plans** with the help of QA team.
* Responsible for conducting the **testing and defect analysis**.
* Responsible for writing training manuals and training of the end users.

**Environment:Agile-Waterfall, Jira,MS Visio 2010, MS Project 2010,Peoplesoft, Primavera 6, Rational Requisite Pro, HP ALM v11.2, MS Access, Power Center 8,** **TFS,UML, XML, HTML.**

**Client: Lincoln Financial Group, Greensboro, NC Nov 2010- Feb2012**

**Role: Project Manager/ Scrum master**

**Project: Anti-Money Laundering**

**Project Description:AML project elaborated the effectiveness of anti-money laundering surveillance and transaction monitoring system (Mantas) to protect the assets of its customers as well as the corporation by identifying and validating transactional information. Various accounts, lines of Business (ICG, GCG AND CPB) and product types (EFT, CASH, MI) were used to validate the transactions and scenarios.**

**RESPONSIBILITIES:**

* Involved in preparing the project scope and objectives.
* Prepared business requirements documents by conducting client group interviews, focused groups, workshops and online surveys.
* Prepared and maintained the **Requirement Traceability Matrix** (RTM) to record the business and functional requirements.
* Prepared business requirement document (BRD) and System Requirement Specification (SRS) to provide details of each business and functional requirement, development and implementation plan of these requirements, timelines, owners, etc.
* Prepared the efforts and cost estimation of the project and worked towards obtaining approvals from all the stakeholders.
* Participated in prioritize the requirements to better manage the project.
* Assisted the project manager in conducting the **Enterprise Risk Analysis**.
* Expert in creating user stories from requirement gatherings while following various elicitation techniques.
* Prepared use case diagrams and description documentation based on the analysis, and obtained approvals from the clients.
* Generated reports and statistics using SAP BO
* Prepared activity diagrams and sequence diagrams on MS Visio to better understand the flow of activities along with the timelines of each actor.
* Performed UAT testing and Load Testing.
* Wrote monthly and quarterly financial reports with the help of ERP systems.
* Created financial reports of my project using Excel.
* Coordinated with project stakeholders to track the progress of the project, update status and lead review meeting to ensure that schedules and deliverables are met.
* Created sprint burn-down charts and calculated stand-up meetings
* Facilitated daily stand-ups and review meetings.
* Coordinated and controlled change request for the clients by conducting impact and cost analysis, prioritizing and mitigating changes.
* Used Facet 1 and 2 approaches in **estimation processes**.
* Dealt with various stake holders regarding the corporate finance
* Prepared change request form to provide details of the changes requests, and obtained approvals from the appropriate stakeholders.
* Prepared test plan and test cases.
* Supported the testing team during the testing stage by conducting User Acceptance Testing (UAT)
* Conducted workshops to understand requirements for Data Warehouse design. Conducted client side validation to study ETL (Extract Transform and Load) operations on database.

**Environment: Oracle,Agile-Scrum, Version One, RSA,Rational Requisite Pro, SharePoint (2007), MS Visio, Oracle Business Intelligence Enterprise Edition Plus(Hyperion), MS Access, HP QC v8.0, MS Project, Excel, clear quest.**

**Client: Myntra, Bangalore, India July 2009-Sept 2010**

**Role: Project Manager/Risk Investigator (Trms**)

**Project: Transaction Risk Management System**

**Project Description:**My project involved in creating a system which helps in detecting most of the fraudulent activities and fraudulent patterns that are happening on the website from both the seller and buyer end.

**Responsibilities:**

* Gathered business requirements by driving user-group meetings and working with various global, cross-functional and virtual teams.
* Responsible for business system analysis of customizing the product with SDLC.
* Responsible for handling data manipulation, mapping, and basic database tasks.
* Responsible for understanding current processes and tools and experience in reviewing and analyzing documentation.
* Assisted the Project manager In creating the Work breakdown structure (WBS).
* Created Macros for the project application.
* Experience in working in the Application development.
* Created User Requirement document for testing purposes reports in Business Objects.
* Experienced in working with technical Writing teams and ensures the delivery of a high quality software application.
* Used Visio to model the process using UML to create behavioral and structural diagrams.
* Experience in Facilitating organizational change strategy development and objective setting with a cross-functional group of Business/State stakeholders.
* Designed and developed Use Cases, Use stories, Activity Diagrams, Sequence Diagrams, UML and Business Process Modeling.
* Developed business process models in RUP to document existing and future business processes.
* Conducted client side validation to study ETL operations on the involved databases and the data warehouse
* Worked along with the development team to solve browser compatibility issues.

**Environment: UML, RUP, SDLC, Rational Requisite Pro, SharePoint (2007), MS Visio, Excel, MS Project, MS Access, SQL Server, Windows 2000/XP, TFS.**

**Client: Muthoot Finance, Kerala, India Sept 2007- May 2009**

**Role: Project Manager/Scrum Master**

**Project: Foreign Exchange Trading**

**Project Description**: The project was to deploy an application so as to support the foreign exchange trading and to build a global straight-through processing (STP) hub to automate processes and increase operational control and efficiency across multiple asset classes. The platform uses a single allocation matching model using SWIFT. This new application also has messaging features to report the trade flow & process the transactions electronically.

**Responsibilities**

* Coordinated with SME’s of Foreign Exchange Trading, Futures, and Options to capture requirements & dependencies for enhancements in the application.
* Documented the requirements to develop the platform which enables the user to monitor his/her accounts on-line, provide balances and positions, order status, and account reporting.
* Functional experience in FX (Foreign Exchange) processes, related applications based on technologies such as **SWIFT**. Also involved in applications for trade processing and Fund reconciliation.
* Documented existing and proposed process flow and conducted **GAPanalysis**.
* Identified and Analyzed key potential Risks along with the entire Project Development Life Cycle, Developed Risk Mitigation Plan, and assisted PM in Risk Management.
* Done Project planning & requirements gathering by using **waterfall** methodology
* Good understanding of trading process. Prepared Use Case Diagrams to explain the business requirements for Trading Customer with the options to buy or sell Foreign Exchange.
* Used **SharePoint** for content management, and to share the information with the groups involved during the project.
* Coordinated with system analysts& Tech lead to create Software requirements document.
* Conducted regular status meetings with projects stakeholders, analyst team members, program manager and management team to identify and resolve issues.
* Worked with QA team while documenting Test Strategies and writing Test Scripts for respective Test cases.
* Created Business Objects by referring to the company’s customer database and logically grouping different business components.
* Maintained and kept track of stake holder’s requests for enhancements and changes using **Rational Clear Quest**. Written SQL scripts to pull the data from the existing database based on the business rules.
* Planned and defined system requirements to Wire Frames with Use Case, Use Case Scenario and Use Case Narrative using the **UML** (Unified Modeling Language) methodologies.
* Used Microsoft **Team Foundation Server (TFS)** to manage the team's software development lifecycle
* Used TFS for including deriving product backlog items, assigning work items to developers and conducting review meetings.
* Assisted in creating enterprise banking data model, created **SQL** stored procedures to access customer information and implementing corresponding data access objects.
* Coordinated deployment procedures, training guides, monthly reporting procedures of STP activities for the management team.

**Environment: Waterfall, Rational Requisite Pro, UML Use Cases, Tableau v8.0, HTML, C#, SQL, Use Case Documentation, MS Visio, TFS, SQL, Rational Clear Quest, SharePoint**

**LIC, Hyderabad, India Jan 2006-Aug 2007**

**Role: Project Manager/Business Analyst**

**Project: Web-Based Application System**

**Project Description:** My project was to create a web-based application system which enhances the customers to choose their own insurance plan according to their needs and requirements

**Responsibilities:**

* Analyzed the existing explanation of benefits and understanding its shortcomings.
* Developed Project Plan around RAD (Rapid Application Development) and gap analysis
* Chalked out the scope, timeframe, and risk analysis, cost and maintenance procedure.
* Researched and established the points of improvement in the software and the possible implementation of security standards.
* Assisted my pm in bug tracking and issues in the BRD.
* Microsoft Visio was used to create various documents such as Use Cases for User stories and Activity Diagrams.
* Used Microsoft project to develop the project plan.
* Played the key role in planning, developing, implementing and User accepted testing and maintenance.
* **Environment:**Oracle, MS Word, MS PowerPoint, MS Access, MS Visio, MS. Management Studios, MS Project, XML files, UML, Mercury Quality Center, SSRS.