**Suman**

[soumyak.h4@outlook.com](mailto:soumyak.h4@outlook.com) **RESUME**

Present- Lake Grove, NY

**PROFILE:**

**8+ Years of total IT Experience.**

**6+ Years of Business Analyst and QA Experience.**

**3 Years of Business Data Analyst Experience.**

**OBJECTIVE:**

**Business Analyst** with an innovative and analytical mindset providing streamlined solutions and **custom dashboard reporting** to enhance **business operations**. Goal-oriented team member with proven ability to collaborate effectively with various functional units to **cut costs, increase revenues, and develop new processes.**

**PROFESSIONAL SUMMARY:**

* Worked as a liaison among stakeholders in order to **elicit, analyze, communicate** and **validate** requirements for changes to **business processes, policies and information systems**.
* Actively involved in **Business Process Engineering, Business Process Re-Engineering, Gap Analysis and Business Refinement Process**.
* **Collects and defines requirements, translates** into **functional design documents** and participates in the **technical design, test planning and user documentation processes**.
* Participates in **software design, prototyping, construction,** and **testing** of new or enhanced applications.
* Use **Unified Modeling Language (UML) diagrams** (**Use Case diagrams, Sequence diagrams and Activity diagrams**) for specifying, visualizing, constructing, and documenting the artifacts of software system.
* Worked in **Agile** and **Waterfall** environment.
* Experience in preparing **Requirement Traceability Matrix (RTM)** and AS-IS and TO-BE **workflows** for the system under design.
* Expertise in developing and maintain overall **Test Methodology** and **Strategy**, Documenting **Test plans, Test Cases, executing Tests Cases** and **Test Scripts** based on baseline requirements.
* Strong analytical, problem solving and diagnostic skills, with the experience to drive the business initiatives from conception to realization.
* Experienced in **Wealth Management and Insurance** industry.
* Very well equipped with **Regression Testing, User Acceptance Testing (UAT) and Functional Testing.**
* Generated detailed bug report and documented defects using **Quality Centre and JIRA.**
* Experience in **SQL queries and joins (inner/outer etc.) to validate data. Used Toad, Oracle database, and SQL Console to execute SQL queries.**
* Tested the **Responsive web design (RWD)** on different environments **(Desktop, computer, monitors to mobile phones).**

**PROFESSIONAL EXPERIENCE:**

**Penn Mutual Insurance July ’16 – Current**

**Sr. Business Analyst**

**HTK compensation** **replacement** and **ULCM** (**Universal Life Capital Management**) reporting. These are Penn Mutual’s internal systems for business data management. The core business of Penn mutual is life insurance and annuities. This project would help to pay and generate reports and statements for Penn Mutual’s broker-dealers.

**Responsibilities:**

* **Elicinate Requirements** from clients to develop custom application.
* Delivered high quality **Business** **requirement document** with attention to details.
* Provide **strategic support** to assigned business areas and consult with technical subject matter experts.
* **Write functional specifications** for transactional **CRM web based system**  
  Help define **functional requirements** relative to various business initiatives.
* Created as-is and to-be **process maps, use cases, functional specs and state diagrams**  
  Representing the business on **PMO driven projects** and function as the champion for business focused solutions.
* Key point of contact between the business stakeholders and application development teams  
  Work with vendors and across company departments to ensure that system releases are developed and maintained according to the **business requirements**.
* Implemented a **Commission system tracking** and **calculating Agent commissions** on policies.
* Implemented an **invoice payment system** developed in-house which provided Financial Controller with reporting on company expense.
* Tested the **HTK application for RWD (Responsive Web Design)** on different devices.

**Technical Environment: Oracle SQL, UNIX, MS Excel, MS Visio, Tableau, Business Objects, HP Quality Centre (QC), Version one, JIRA, ALM 11.5**

**Mutual of Omaha, Nebraska May’ 14– June’ 16**

**BA/QA**

**Senior Health Claims** project helped in increasing the speed of **claim processing** by automating the claim process.

**Responsibilities:**

* Participated in requirements gathering sessions and workshops for **Senior Health Claim Project**.
* Created **use cases** and **user stories** based on client needs.
* Utilized **MS Visio** for creating **functional flowchart** and documented **Business Deliverables**.
* Involved in daily quick **EOD Touch point Scrum sessions**, any **impediments**, **showstopper** for the **application process work flow**.
* Assisted Developers with **designing, building, testing** and **debugging workflows** based on business and technical requirements.
* Created **Business Rules Spread Sheet** (**BRS**) as needed and **Requirement Traceability Matrix (RTM)** to track the Requirements and link it to the Test cases.
* Created **Data Migration** **functional specs** based on the **PDD (project definition document)** provided by the business and conducted functional peer review.
* Provided the list of relevant servers, Databases, tables, Data set and **transformation logic** for the **Data Migration**.
* **Created Test Data** required for testing healthcare features.
* Tested the application for **RWD (Responsive Web Design)** on different devices.
* **Defect tracking** and **Management** using **QC ALM**.
* Provided **project management support** through entire **project life cycle**.
* Executed **SQL queries and Joins** to **retrieve** and **validate** the data from **database.**

**Technical Environment: Oracle SQL, UNIX, MS Suite, MS Visio, HP Quality Centre (QC), ALM 11.5.**

**Merck Pharmaceutical Co. (New Jersey) Mar’ 12 to May’ 14**

**BA/ QA Analyst**

**Electronic Data Capture Full adoption project** is to complete and execute on the implementation of the **EDC Full Adoption Plan** to ensure the timely conversion or **migration** of selected **components** of **Merck’s** entire late-stage portfolio of trials from legacy processes and technology to the new **Merck Clinical platform** **(EDC and CDR)**, for data management purposes and as aligned with regulatory requirements and in accordance with business goals.

**Responsibilities:**

* Translation of business features and workflow into clear, precise and **functional expectations**.
* Delivered high quality **requirement document** with attention to details.
* Involved in creating **Process Maps and State Diagrams**.
* Generated **test cases** based on **requirements** and **visual designs.**
* Involved in the documentation of **Test Plan, RTM (Requirement Traceability Matrix), Test Scenario Document, Test Data Document and Test cases.**
* Attended **Sprint planning meetings and Daily standup meetings.**
* Managed **test cases, defects and reports** in **HP Quality Center (ALM).**
* Tested end to end application process including Tracked the defects using **JIRA.**
* Executed **SQL queries** to retrieve and validate the data from database.
* Conducted **Testing** on various builds of the application and reported the defects to the developer using **JIRA**.

**Technical Environment:** **QC ALM, My SQL**, **MS Suite, iOS win XP, Oracle.**

**GTSi (GE) Ireland, UK Feb’04– July’07**

**Business Data Analyst**

**GTSi** is a multinational company located in New Delhi, India and its main office is located in Ireland and UK. **GTSi** is a firm of **GE (General Electric)**. **GE** integrates technology, experience, and people to deliver the highest value simple-cycle and combined-cycle power plants anywhere in the world. **GTSi** plays an important role in **GE** Energy projects of Power generation.

**Responsibilities:**

* Responsible for generating data warehouse reports for Mechanical engineers working on **GE turbines Projects**. Reports included **employee compensation, schedules, billing, job profiles, company ledgers etc.**
* Preparation of **project reports** based on Excel sheets sent by **business managers GTSi European region.**
* Communicating with **the Supervisors, TA’s, Engineers and Technicians (On GE Projects).**
* **Recording** and **upkeep** of the **company’s databank.**
* Validation of data in **front end and backend**.
* Daily **updation** of **Oracle tables** which contains all the necessary information about crew working on different Projects for **European region (UK, Italy, Turkey, Spain, and NCE).**
* Updating **GTSi** **Contact List** for each **GTSi Branch office on Monthly basis.**
* **Supporting business manager** for **conducting business meetings**.
* Involved in the creation of **Business Requirement Document (BRD).**

**Technical Environment:** **MS Excel, MS Word, Power Point, iOS win XP, Oracle.**

**Qualifications:**

**Bachelors in Economics from Jesus & Mary College, Delhi University.**

**Business Analysis and Quality Analysis Course from H2K Infosys and IIT Workforce.**