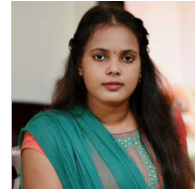# Prity Kumari

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Contact: +91 9205834550

PROFESSIONAL OVERVIEW

- **Business Analyst/scrum Master** with **over 3+ years** of experience in **Online services & E-commerce website Development & Implementations, E-commerce & Marketplaces, Supply Chain Management** & **Retail**
- **Certified in Certified Scrum Master® (CSM®).**
- **Certified in Scrum Foundation Professional Certificate (SFPC).**
- Experience in Data Analytics, Advance Excel, SQL Server, Tableau, Wireframing.
- A thorough professional with proactive attitude, good team player, generating new design solutions and ideas.
- Experience in Supply Chain Management for Value Retail and E-commerce Brands
- Played various key roles starting from Project Initiation to Maintenance viz. BA, QA-UAT, Project Coordinator, User Training and Production Support (L2-Level) during various stages of the project deliveries
- Experience in Agile methodologies & waterfall methodology.

SOFTWARE SKILLS

- **Analytics Tools –** Python (Basics)
- **Project Management Tools-** MS-Visio, JIRA, VSTS (Azure DevOps), Confluence.
- **Other hands-on application –** Advance Excel, SQL, Tableau, MS-office, XML, Miro, SharePoint
- **API Testing Tool-** Postman
- **ERP Tools:** Ginesys, Unicommerce

KEY BUSINESS ANALYST COMPETENCIES

- Specialized in Business Analysis, Requirement Gathering, Requirement Analysis, Requirement Elicitation, Change Request Management, Gap Analysis
- Expertise in compilations Project document creation viz. **Software Requirements Specification (SRS), Business Requirement Document (BRD), FRS, User Stories, UML Diagram, Wire frame.**
- Conduct Gap Analysis\Scope Analysis\Impact Analysis on Business Process using techniques like use case diagrams (UML) \ Context Diagram (Data Flow Modelling) \ BPMN (process modelling) \Flow charts
- Conduct **AS-IS** and **TO-BE GAP** Analysis and suggest Fit for Business Solutions by designing a Change Strategy
- Prioritize Requirements using MOSCOW and Business Value methods
- Extensive knowledge and understanding of the **software development lifecycle (SDLC)** with the ability to implement and successfully execute the complex requirements
- Deliver Requirement documents like **CRS\BRD\FRD\FSD\SRS\Use Case\Process Flow\Change Requests\SRS\ Requirement Traceability Matrix\Mind Maps**

ORGANISATIONAL EXPERIENCE

Business Analyst
DiscovrBee, Bangalore
Jan 2020 – Till Date

Accountabilities

- Weekly Backlog Sprint Planning and update Stories/Tasks and requirement description in VSTS (Azure DevOps)
- Taking requirement understanding from Business clients and convert them into Epics/User stories/Tasks/Bug and update the requirement priority and story points.
- Daily standup Scrum meeting with internal teams and resolve their issues.
- Quarterly upcoming development planning and ensure to deliver on time.
- Weekly Client demo of all newly developed feature and Custom requirements.
- Creating and updating Functional WIKI documents in confluence, BRD, FRD and other documentation.
- Manage agile toolsets, project support, and priority gathering
- Close collaboration with Product Owner on backlogs and ongoing deliveries.

Sr. Accountant
Khetan Apparel Pvt Ltd, New Delhi
Brand: MR BUTTON
Feb 2016 – Dec 2019

Accountabilities

- **Agile & Scrum:**
  - Assist Product Owner with right-sizing product backlog by distinguishing the user 'wants' from 'must haves.
  - Prevent late no scope changes, Prioritize & take ownership for backlog decisions.
  - Involved in Product Backlog Refinement and Prioritization.
  - Involved in Sprint Planning, Sprint Cycles, Scrum Meeting and Retrospectives.
  - Working closely with Sprint Team, stakeholders, clients, and End User experience & monitor deadlines.
  - Handled Agile Scrum Board (EPICs and User Story) and sending project status report with higher management.

- **Marketplace & Website (mrbutton.in, Myntra, Jabong, Limeroad, Amazon, Flipkart & others) Management**
  - Channels onboarding and Product Cataloging.
  - Discount and Inventory planning to increase sales.
  - End to End Orders Management using Unicommerce.
  - Develop Logical point to execute to ensure better visibility, ranking and effective sales across various seller platforms online (Myntra, Jabong, Flipkart, Amazon.in, Wadi.com, mrbutton.in)
  - CRM Reports, Order Tracking and SLA Reports (Order to Dispatch and Dispatch to Delivery Reports), Returns & Refunds Process and reports.
  - Ledger Reconciliation of all vendors, online channels & Retail Stores (Franchisee, MBO & Own Stores).

- **Production Planning & Management**
  - Developed (Prasora) & setup New ERP (Ginesys, Unicommerce) for Increase production in shorter timeframe.
  - End to End Production Process Mapping right from Procurement, Manufacturing Modules (BOM + Vendor Management) & product inward in warehouse

- **Develop ERP Prasora with below Functionality**
  - Automatic Procurement Predictions based on given logics
  - Fabric Sourcing Planner based on required production
  - Vendor Allocation base on their allocated category and rates.
  - Automated PO Process, Vendor allocation and Approval Checkpoints
  - Inward and QC Process
  - Job Work Module for MTM (Made to measure) and RTW (Ready to wear)
  - Manufacturing Process Management at Vendor Facility
  - Finished Goods and Inventory Management.

- **Stores Inventory Planning and Allocation Management**
  - To generate store wise inventory requirement and allocation according to requirement considering multiple parameters like Sell through, Season days, Upcoming events, Category capping, Item capping, Style wise Ratio, Broken size fulfilment, new styles fulfilment, Store Managers Ad-hoc request etc.)
  - Store to store inventory movement planning for better sell through
  - RTV planning from Stores to HO for non-moveable items.
  - Prepare and Analyze Cohort Analysis, New vs repeat customers, customer LTV Reports.

Project Details:

- **Inventory Management**: The project involved Complete inventory planning of around 40 stores from HO warehouse to retails stores, Store to store inventory movements and RTV from stores to HO. This complete planning executed based on below major criteria.
  - Allocate Item to store with Highest Sell Through to meet target inventory
  - Allocate item to store with required inventory for broken size replenishment
  - Article not available in store to go if the target inventory for Category is still low for that store
  - Send Fresh inward inventory in store wise specific size ratio to all stores
  - Identify Lowest Sell through Items for a store
  - Replenish only season wise inventory
  - Replenish based on store inventory requirement.
  - Any items which are not moving in any store then that will be RTV to HO.

Accounts Management

Role: Senior Account

- o Record Day to Day Accounting.
- o Prepare Salary Details.
- o Performed all accounting features, including bank reconciliation, expenses accruals, coding of transaction and reviewing of bookkeeper's entries.
- o Prepare Sale and Purchase Bill.
- o Prepare GST and TDS details.
- o Filling GST3B, GSTR1.
- o Payment TDS, GST, ESIC and PF.
- o Prepare monthly expense and payment report.
- o Manage cash flow.
- o Prepare project wise loss and profit details.
- o Prepare project details for financial reporting.
- o Prepare balance sheet and profit & loss details for Audit.
- o Ensure all company compliance with deadline.
- o Prepare books of accounts for Audit.
- o Performed another task assigned by official assignee.
- o Good understanding & working experience of Ginesys, Busy & Tally 9.0.

CERTIFICATIONS

- ♙ Certified Scrum Master® (CSM®).
- ♙ Scrum Foundation Professional Certificate (SFPC).

EDUCATIONAL CREDENTIALS

- ♙ Post Graduation in Business Analysis from Purdue University in 2022.
- ♙ MBA from Sikkim Manipal University

PERSONAL DETAILS

Date of Birth	2nd Jan 1994
Languages Known	English, Hindi
Nationality	Indian
Personal Interests	Songs, Cooking