

Meenakshi Sharma

Business Analyst

Contact 609-647-7916

Email: meenakshisharma806@gmail.com

Linkedin Account: meenakshi-sharma-27ab545a

Professional Summary:

- Analytical, enthusiastic, and innovative **Business Analyst** / Front end Developer with 7+ years of Information Technology experience in web development developing business processes and system solutions for Insurance and marketing domains.
- Comprehensive knowledge of Software Development Life Cycle (SDLC), having a thorough understanding of various phases like Requirements, Analysis/Design, Development and Testing.
- Executed functional, regression, and system testing using Quality Center.
- Executed **SQL** queries to validate test results and utilized them for troubleshooting defects.
- Facilitated Unit Testing with the QA team and delivered error-free products.
- Team player with excellent communications skills, and strong analytical and problem-solving abilities.
- Formulated workable solutions by understanding the business problem and applying technology.
- Experienced development in Agile and Test-Driven environments.
- Interacted with Business users and worked together with them in requirement gathering, validating user testing and release planning, and creating business requirement documents and technical design documents.
- Strong experience in the project life cycle, starting from requirement analysis, estimation, design, coding, testing, implementation, and post-implementation activities
- Having good experience in analysing existing processes and identifying areas of the application where the performance can be improved
- Experienced in developing Test Plans, Test Specifications, and Test cases using requirements and design documents.
- Ability to handle multiple tasks and work independently as well as in a team.

- Ability to handle a team and address tasks parallel
- Good team player with excellent written, verbal communication, and interpersonal skills. Proficient in coding standards which will result in better performance of the code.
- Responsible for generating innovative solutions to bridge the gap between business and IT.
- Incorporated ideas from teammates/seniors and work with the highest standards of integrity and trust.
- Designed and created eLearning courses.
- Constructing curriculum and learning program structures within the Learning Management System.
- Proficiency in writing functional requirement documents (FRD), system requirement documents (SRD), and technical requirement documents (TRD).

Technical Summary:

Business Modelling tools	SharePoint, Microsoft Office10
Project Management Tools	MS Word, MS Excel, MS Access, MS PowerPoint, MS SharePoint, Jira, JIRA Align,
Project Methodologies	Agile (scrum and Kanban) , Waterfall
Operating systems	Windows 98, XP, Vista,8,10, Chrome OS, macOS Sierra, OS, X El Captain.
Databases	MySQL
Programming Languages	JAVA and Proc (proprietary procedural language for Uniface).

Scripts	JavaScript, HTML4, HTML5, CSS3, AngularJS
Tools	Eclipse, Jasper, Rational Functional Tester, Remedy, Win SCP and Tortoise SVN, Brackets, Appsuite, Unify, Pier one, JAWS, Voiceover.

Courses:

Course Name	Source/ Institute	Trainer/Author
Entry Level Business Analysis	Minds mapped Institute, Utah	Laxmi s
Moodle 3.0x masterclass	Online (Udemy)	Shrikanth Shirodkar
Business Analysis for Information Technology	Online (Udemy)	Tom and Angela Hathaway
HTML5 programming	Head first (Book)	Eric freeman
Business Analysis Methodology	Book	Emrah Yayici

Experience Details:

Global Logic

GlobalLogic is a digital product engineering company that integrates experience design and complex engineering to help clients imagine what's possible and accelerate their transition into tomorrow's digital businesses.

Project Name: T- Mobile

Jan 2022 – Current

Role: Technical Business Analyst

- Analysing, developing, and validating detailed functional specifications, workflows, processes, and procedures.
- Evaluating and selecting solutions within the parameters of IT infrastructures, compliance, and technical requirements
- Creating and maintaining Interface specifications and technical design documents and determining a required mapping between upstream and downstream systems.
- Conducting Impact analysis to investigate ongoing or one-time operational issues.
- Interacting with Development, QA/Testing, and Stakeholders to support testing and validation
- Writing Features and User Stories and Defining acceptance criteria.
- Extensive experience of working on streaming conversion of active Business account numbers of active customers to convert them from Sprint to T Mobile.
- Facilitating solution/design discussions and doing data analysis.

Environment: MS-office, Jira, Confluence, MySQL, Appsuite, JIRA Align, Pier One.

ETS (Educational testing services)

ETS works with education institutions, businesses and governments to conduct research and develop assessment programs that provide meaningful information they can count on to evaluate people and programs. These assessments, research and customized products and services are designed to improve teaching and learning, expand opportunities for learners and communities, inform education and policy, and advance the field of educational measurement.

PROJECT NAME : IBT Analysis Team
Jan 2022

Dec 2019-

Role: Business System Analyst

- Successfully developed and executed test plans, procedures, use cases, and test scripts, and provided in-depth analysis to create and roll out new software.
- Improved product usability by creating feature enhancement requests, as well as performing systems analysis on existing products where documentation was lacking.
- Improved the documentation of QA testing practices to enhance their repeatability, saving time and money and encouraging testing standardization and best practices.
- Regression test was performed using QTP scripts to discover enhancement flaws and interoperability glitches.
- Verified database changes by writing SQL queries, and executed the application and data manipulation.
- Interacted with software application developers and customer service teams to clarify design specifications, test requirements and address defect resolutions.
- Successfully created 2 global bar qualifier exams to be accessible exams (disability such as partial vision, blindness, and deaf) for qualifying candidates.

Environment: MS-office, Jira, Confluence, MySQL, Appsuite.

INFINITY FOUNDATION

Infinity Foundation works towards educating people to help build an Indian civilizational grand narrative by translating books written by a philanthropist into E-courses.

Project Name: Yoga E-Course

Nov

2016- Mar 2017

Role: BA/ LMS Admin

Responsibilities:

- Collaborating with the product owner to elicit requirements and write Business requirements.
- Designing/Developing Moodle E-course applying Technology after taking approvals on BRDs with the stakeholder.
- Create and/or modify visual design graphics used for course layouts.

- Manual Testing of the product before providing it to the users.
- Demonstration of the end product to users and stakeholders.
- Design course layouts and pages with a focus on usability and ease of use.
- Edit, splice, and trim voiceover audio to insert into the course for a better user experience.
- Analyze upcoming business needs and support courseware analysis, design, development, writing and performance evaluation services
- Create design plans, storyboards, narrative scripts, graphics, tests, and scenarios as per business needs.
- Creating Powerpoint presentations for meet-ups with writers to gather more content for future courses.
- Adding extra content to the course from the meetups to provide user with better clarity on the subject.
- Worked in a Test-Driven Environment by performing User Acceptance Testing and making required changes to make the end product error free and easily understandable.
- Played an Important role in the entire project Life cycle starting from designing, building, deploying, testing and maintaining.

Environment: Moodle, Microsoft Excel, Microsoft power point, Microsoft word, Audacity, SharePoint, JAWS, Transcript , VoiceOver (MAC), Multiplatform Testing (windows, Android and MAC)

CARPHONE WAREHOUSE.

Carphone Warehouse is a British mobile phone retailer in Europe. This project was responsible for all transactions, deliveries, Stock management, regular ledger closure and financial month end closures of all the sales made on daily basis.

Project Name: CPW_Aptos

Feb

2013 – Jan 2014

Role: Junior Business Analyst/Senior Developer

Responsibilities:

- As a part of this Retail project, analysed Business Requirement Docs, Created High Level Document and provide business solutions to support one or more of the core business processes such as Supply Chain, Distribution, Finance, and Order to Cash.
- Worked on Sandbox tool as a Uniface programmer and used proc to code.
- Promptly handled requests such as account and user creation, Updating Stock code, branch Creation and Combination Activation using SQL.
- Involved myself in daily activities like batch file posting and requisite transit accrual using Dos command prompt.
- Attended to instant action requests like user deactivations and financial month end Process which included regular closure of ledgers using SQL
- Involved in Software Extension and hands-on support for production systems and upgrades, which often occurred outside normal business hours.
- Develop, modify, or update applications used by business units or infrastructure units.
- Participate with team of technical staff and business managers or practitioners in the business unit to determine systems requirements and functionalities needed during peak sales time of the year.
- Created power point presentations on how to improve business process to elevate outcome to the clients proposing them new business ideas and improvements in the current process.
- Handled Multiple tasks like maintaining the retail system on daily basis, assisting Senior BA with gathering requirements and writing Functional requirement Document and technical Requirement Document for future project with Ad hoc requests registered on Remedy.

Environment: Sandbox (Uniface), MS-office, Remedy, SharePoint, SQL, MS – DOS prompt.

State Farm Insurance (Big Insurance Company)

State Farm is a large group of insurance and financial services companies throughout the United States.

This project dealt with the automobile insurance web and mobile application development.

PROJECT NAME : **Automobile Insurance BIC**
2011- Feb 2013

Aug

Role: Senior Java developer/ Junior **Business Analyst**

Responsibilities:

- Engaged myself in two successful releases.
- Worked as a **Business Analyst** cum User Interface Developer.
- Assisted Senior BA in planning and analysis, created HLDs, project specs, estimations etc.
- Created Power Point Presentations to demonstrate new business solutions to elevate performance.
- Co-ordination between Dev teams and UATs.
- Delivered a complete front-end application using Java Script, HTML and CSS using eclipse, SVN, and brackets.
- Maintained documents on software functionality.
- Maintained coding, compliance, & security standards.
- Proactively learned product framework (Data Driven User Interface).
- Strived for high quality and rapid output through the use of agile software development best practices
- Unit tested the code post development to render an error free product with compatibility on multiple devices.
- Performed the tasks of gathering, analyzing and storing information.
- Conducted presentations to key decision makers.
- Tested and documented JavaScript, HTML and CSS.
- Extensively used remedy to log tickets while performing manual testing.
- Assisted Testers in writing test scripts in Rational Functional tester.
- Coordinated the workflow between the graphic designing Team, the HTML coding Team, JavaScript Development Team.

Environment: MS-office, eclipse, SVN, brackets, notepad+, RFT, JavaScript, HTML, CSS, Remedy, Agile.

Education

- Bachelor of Engineering (B.E) in Electronics and Tele-communication from Chhattisgarh Swami Vivekananda Technical University.
- 12th form CBSE from Central Board of Secondary Education.
- 10th form CBSE from Central Board of Secondary Education.

Meenakshi Sharma

- South Brunswick Township, NJ, US

Contact Information

- k11-o4d-95s@mail.dice.com
- 6096477916

Work History

Total Work Experience: 13 years

- **Business System Analyst** ETS
Dec 01, 2019
- **Research Assistant** Infinity Foundation
Jan 01, 2017
- **Senior Programmer (Java UI, Uniface, Tibco)** Accenture
Jan 01, 2011

Education

- **Bachelors** | CSIT

Skills

- angu
- brd
- c
- c++
- content writing
- core java
- css3

- **html5**
- **java enterprise edition**
- **javascript**
- **market research**
- **mysql**
- **new business development**
- **plsql**
- **requirements analysis**
- **team management**
- **test planning**
- **testing**
- **user interface design**
- **business analysis** - 4 years
- **acceptance testing** - 1 years
- **business systems** - 1 years
- **facilitation** - 1 years
- **frd** - 1 years
- **functional specification** - 1 years
- **gap** - 1 years
- **impact analysis** - 1 years
- **srd** - 1 years
- **user stories** - 1 years
- **best practices** - 2 years
- **documentation** - 2 years
- **specification** - 2 years
- **test scripts** - 2 years
- **education** - 2 years
- **government** - 2 years
- **policies** - 2 years
- **research** - 2 years
- **training** - 2 years
- **tortoisesvn** - 1 years
- **audio** - 2 years
- **educational technology** - 2 years
- **evaluation** - 2 years
- **graphics** - 2 years
- **layout** - 2 years
- **learning management** - 2 years
- **scripting** - 2 years
- **storyboard** - 2 years
- **systems analysis and design** - 2 years
- **usability** - 2 years
- **agile** - 1 years
- **brs** - 1 years
- **compliance** - 1 years

- curriculum - 1 years
- decision-making - 1 years
- estimating - 1 years
- implementation - 1 years
- insurance - 1 years
- microsoft visio - 1 years
- organizational structure - 1 years
- planning - 1 years
- release management - 1 years
- sdlc - 1 years
- vehicle insurance - 1 years
- qa - 4 years
- software - 3 years
- writing - 3 years
- business requirements - 2 years
- microsoft powerpoint - 2 years
- presentations - 2 years
- systems analysis - 1 years
- use cases - 1 years
- bmc remedy - 2 years
- manual testing - 2 years
- microsoft office - 2 years
- programming - 2 years
- sql - 2 years
- business management - 1 years
- functional requirements - 1 years
- requirements elicitation - 1 years
- supply chain management - 1 years
- business analyst
- database administration
- uniface
- ui - 2 years
- finance - 1 years
- eclipse
- java
- jdbc

Work Preferences

- Desired Work Settings: No Preference
- Likely to Switch: False
- Willing to Relocate: False
- Travel Preference: 25%

- Work Authorization:
 - US
- Work Documents:
 - Employment Auth. Document
- Desired Hourly Rate: 65+ (USD)
- Desired Salary: 125,000+ (USD)
- Security Clearance: False
- Third Party: False
- Employment Type:
 - Full-time

Profile Sources

- linkedin: <https://linkedin.com/in/meenakshi-sharma-27ab545a>
- Dice:
<https://www.dice.com/employer/talent/profile/1f97cd357a03a96124ba2d64faa65fbd>