**Aruna Bijukchhe, PMP**

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**A meticulous Technical Professional with 8 Plus years of experience Information Technology, Product Lifecycle (PDLC) and management, Product vision to deliver winning products and Software Development Life Cycle (SDLC).**

**PROFESSIONAL EXPERIENCE**

**Bank of America** | New York, NY | **IT Project Manager Aug 2020 – Current**

* Responsibilities include performing Project Governance to ensure projects align to the 2020 Enterprise Change and CSWT PMO standards. This includes collaborating with the Finance and PMO Intake teams for all new projects, partnering with the Agile team members to identify risks, coordinating with Release Train Engineers and System Engineers on readiness to comply with the Tollgates and QA Assessments for DBD Agile projects. Encouraging and supporting the Agile teams in reporting open project risks and adhering to the governance standards, working with Product Owners on initiative and feature template compliance, completing project documentation, gathering project artifact deliverables, all in alignment to the Enterprise Change standards.
* Completed each of the project phases, Define, Build & Deploy in a timely manner. Specific to the Deploy phase, ensuring that the Define Tollgate is completed before deployment.
* Explored opportunities to simplify processes, documentation, approval process and routines for project team adherence to governance standards.
* Identified and communicated inefficiencies and gaps in the current Change processes that might be hindering our ability to meet the standards or minimally, creating unnecessary work.

**Husdon’s Bay Company - HBC** | New York, NY| **PMO Project Manager July 2019 – July 2020**

* Enterprise Project Management tool – MS Project Server 2016/Project Online, JIRA, Office 365 Admin, Share point (includes creating prototype for various displays, setting up fields for resources, setting up fields projects, addressing system planning, system upgrades, system support, tested functionalities and troubleshooted application issues).
* Performed design specifications using various use cases, flow, and UML diagrams using MS Visio to enhance the existing functionality and add modification according to business requirement. Collected business requirements from leadership for new implementations.
* Automated Processes using excel, Power Queries, v look up, complex excel formulas VB Scripts, Google app Scripts and Batch files. Automated Resource and Project forecasting reports using various reporting Tools.
* Created reports and dashboards using OData and SQL queries with SSRS, Power BI, Tableau, and Excel (Power Query).
* Trained, coached, and mentored project managers in not only Project Professional, Project tools but also project delivery to ensure skill mastery and consistency in planning and execution.

**Visiting Nurse Service of New York - VNSNY** |New York, NY | **Sr. Business Analyst/ Project Manager. Oct 2018 – Jun 2019**

* Chair project Steering and Working groups as well as prepared necessary documentation
* Built relationships with and manage senior business stakeholders from across the business including Compliance, Operations and IT. Assist business with UAT planning and UAT testing. Conducted Risk and Issue Management.
* Managed project resource allocation, coordinating resources to meet project objectives.
* Managed the delivery of technical and business process change to allow the business to meet Reporting obligations - Healthcare and patients records, Financial Reports, dashboards and forecasting. Reports analysis from reporting tools and systems like Tableau, Homecare Homebase, Hyperion, Sandata, OBIEE, to analyze patient records for Medicare, Managed Care (Case Rate/FFS) to report claims held, Unbilled reasons, CHHA, HOSPICE, Nurse Family Partnership, etc.

**Bed Bath and Beyond Corporate Headquarter** |Union, NJ | **Product Manager July 2017 – Oct 2018**

* OMS analyst: Designing solutions approach and product strategy for end-to- end ecommerce and in store operations upgrade from legacy 2009 Manhattan Distributed Order Management to 2015 Enterprise Order Management (EOM) solution from Manhattan Associates for US, Canada and Mexico markets. This upgrade is across the different concepts/companies (Bed Bath and Beyond, Buy Buy Baby, One kings Lane, CPWM, Christmas Tree Shops) of Bed Bath Inc

and involves mapping old system to new.

* Solution Design Documentation: Owning solution design of different E-Com projects. This includes Estimated Delivery, Same Day\2 hours delivery for US and Canada markets, Settlement process, Appeasements through OMS, zip code based\smarter allocation, Mixed Cart (SDD &EDD inventories).
* Performed Requirement Gathering and analyzing high priority requirement for implementation and communicated with users and business analysts to gather requirements and Developed Business Requirement Documents (BRD) and Functional Requirement Document (FRD) for this integration.
* Followed various phases of AGILE methodology for projects to establish business analysis by interacting SMEs & end users.

**United Nations – UNESCO** | **Project Manager Jun 2013 – Sep 2015**

* Project Management: Managing contracts related to Educational, Scientific and Cultural projects by verifying fund amounts and overseeing that each phase of projects was approved by designated parties/project coordinators.
* Procuring resources to restore historical monuments and temples after an earthquake
* Prepared RFQ and forwarding it to relevant suppliers/agents to obtain Quotations and Purchase Order.
* Finance and Operations: Analyzing past financial results, performed variance analysis, identified trend and made recommendations for improvement. Analyzing and forecasting budgets for various departments.

**Web Soft** | **Software Project Manager Jan 2012 – Jun 2013**

* Created project plans, scope documents, schedules and forecasts. Provide timely communication on the impact of changes and decisions.
* Developed best practices and tools for project execution and management.
* Worked with the management to identify and address any issues that may impact the project.
* Managed software project teams using Agile SCRUM practices to develop Windows-based applications using C# and .Net for our mass spectrometer products.
* Resolved project issues, mitigated risks, and managed scope change requests for all development sprints.
* Acted on items identified in retrospectives. Implemented process improvements in future sprints for continuous improvement.
* Provided project progress reports to project team, stakeholders, management, and executives.

**EDUCATION**

**PMP certification**

**Pace University |** New York, NY **| Master of Science in Information Systems** |**GPA: 3.9**

**Sikkim Manipal University |**Gangtok**,** India **|Master of Science in Information Technology (MSc.IT)** |**GPA: 4.0**