

# MEGHANA (CSPO) SUBRAMANIAN

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## PROFESSIONAL SUMMARY

Systematic Product Owner with a detail-oriented and thorough approach to defining requirements, outlining specifications and working with team members to bring to life high-quality products for customers. Good planner and problem-solver with in-depth understanding of software and web applications. Adept at deconstructing and planning stories in order to promote improvements to product design and implementation. Excellent relationship-building, organizational and project management skills with a focus on overcoming technical challenges and implementing successful resolutions.

Experienced IT Project Manager overseeing technology deployment and maintenance. Instruct and lead IT staff members to achieve project goals within outlined timelines. Actively work with executives to determine and implement tech needs.

Ready to offer around 12 years of experience and take on a dynamic new position.

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## WORK HISTORY

**SENIOR BUSINESS ANALYST and Project Manager**, 08/2018 to 03/2020

**Hexaware Technologies** - Pune, Maharashtra

- Worked for large US Financial Organization as Product Owner (Business Analyst) and Project Manager
- Interacted with Business and Chief Product Owner to understand business needs and translate into requirements and project scope.
- Collected, defined and analyzed business requirements.
- Managed implementation of new features by outlining plans and specifications such as how, where and when each piece would work.
- Owned and prioritized product and sprint backlog.
- Derived conceptual designs from business objectives to deliver according to specifications for usability, performance and functionality.
- Conducted knowledge sharing sessions per Sprint to capture "Lessons Learned" and streamline product and team's improvement process.
- Establishing framework to support Agile implementation within Waterfall-centric delivery team.
- Oversaw day-to-day delivery functions and sustained growth within team while focusing on Agile and transformation adoption.
- Guided team on Agile-Scrum methodology and continuously refined Agile techniques throughout journey and evolution of sprint cycles.
- Conducted training with multiple teams to provide knowledge and implementation of Agile Scrum concepts along with establishing

## CONTACT

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## SKILLS

- Stakeholder relationship management
  - Requirements Gathering and Management
  - Requirements Elicitation and documentation
  - Product Owner
  - Story planning and prioritization
  - Scrum methodology
  - Agile Concepts & frameworks.
  - Business process mapping & Process implementation.
  - Workflow analysis
  - Project management
  - UI & UX concepts
  - Project & Business artifacts documentation
  - Project Estimation and Planning
  - SDLC and Team management.
  - Test Plans & Test cases.
  - Interpersonal & Communication
  - Documentation and reporting
  - Documentation Management
  - Agile Management tools - Rally, Team Foundation Server (TFS), Visual Studio Team Server (VSTS)
  - Microsoft Office Tools - Word, Excel, PowerPoint
  - SQL (basic) Querying
  - Business Requirements
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- knowledge and operations of Microsoft Team Foundation Server.
- Presented project progress and updates to leadership at key points during and after Sprints.
  - Supported leadership team with reporting, analysis and business presentations to inform divisional strategies.
  - Assigned tasks to associates, staffed projects and updated all involved parties to enhance optimal business flow.
  - Established online configuration knowledge base to support functionality by developing robust system application overview.
  - Created workflow diagrams and Gantt charts to clearly demonstrate deployment processes and timelines.
  - Identified plans and resources required to meet project goals and objectives by setting realistic timelines and checkpoints.

**BUSINESS SYSTEMS ANALYST, 03/2017 to 12/2017**

**AmTrust Financial Services Inc - Cleveland, Ohio**

- Single handily managed and provided various lines of businesses with reports as requested by State and Federal departments of USA outlining firm's insurance activities including operational reports for internal departments to assist them in decision making activities.
- Wore multiple hats including Business Analyst, Product Owner, Scrum Master and Tester.
- Spearheaded Requirements Gathering, Management and Elicitation in form of User Stories along with Stakeholder Management.
- Created Business User stories for functional and non-functional requirements and capture them on Visual Studio Team Server VSTS (using VSTS as Product Backlog).
- Created and managed Sprint and Product backlog and involved in Sprint Planning and Estimation Activities.
- Provided Agile Scrum (concepts) support to development team when needed.
- Stepped in to assist team with quick turnaround by using SQL to troubleshoot, query and/ or extract reports, in cases where technical team was overwhelmed with too many statutory report requests.
- Managed testing cycles, including test plan creation, development of test cases and co-ordination of user acceptance testing.
- Mapped current processes and offered recommendations for improvement.
- Independently created and managed knowledge artifacts for reporting process, Agile-Scrum concepts and other documents.
- Mentored, trained and onboarded new resources.

**SENIOR BUSINESS ANALYST, 04/2013 to 05/2014**

**Cognizant Technology Solutions Pvt. Ltd - Chennai, Tamil Nadu**

- Delivered 2 projects successfully - one each for large Pharmaceutical and Large US Financial Organization.
- Conducted interviews, discussions and workshops with various subject matter experts and chief product owners to understand requirements.
- Requirements Gathering, Management and Elicitation in form of User

## Stories

- Detailed analysis and study of various documentations including Vision and Scope documents, Architectural Proof of Concepts and Wireframes and simulations.
- Reviewed testing documents such as – test plan, test strategies and test cases to ensure conformance to business requirements.
- Created future maintainable artifacts concepts to assist newly on boarded resources.
- Participated in Technical Stories creation to ensure technical conformance with functional and business requirements.
- Facilitated Sprint team with Business Analyst Activities (clarifications/assistance to developers, testers and design team for user stories created).
- Worked independently and managed business development and pre-sales activities (RFPs and RFIs) ensuring quality deliverables.
- Worked with team leads and managing leadership, establishing robust talent pool with focus on people and continuous improvement.

## **FUNCTIONAL CONSULTANT, 05/2012 to 05/2013**

**Cognizant Technology Solutions Pvt. Ltd - London, India, UK, N/A, India, UK**

- Successfully delivered 2 projects as Functional Consultant for Large US and UK based Pharmaceutical organizations
- Determined proper methodologies and procedures to use based upon project specifications.
- Wrote effective documentation for each client system to ensure comprehensive set of requirements and alignment with business objectives.
- Independently designed catalog of recommended business processes that could be automated and thereby increase efficiency along with reduction in manual effort.
- Documented business processes that have been automated for other clients with detailed process diagrams and workflow definition.
- Professionally interacted with clients to assess their business requirements and determine their SharePoint needs.
- Documented Operating model and Governance framework to govern operations and management of Center of Excellence (CoE) on on-going basis, in line with its vision and objectives for CoE.
- Wrote effective documentation for each role and process to ensure comprehensive set of requirements and alignment with business objectives.
- Developed work-flow charts and diagrams to ensure development team compliance with client deadlines.
- Worked alongside Principal architect to develop Capacity and capability framework along with transition plan for COE including hand-holding up to steady-state.
- Provided consulting and business advisory solutions for best practices and implementations.
- Worked alongside Principal Architect to propose technical feasibility

solutions for new functional designs and suggested options for performance improvement of technical objects.

**BUSINESS ANALYST**, 01/2011 to 03/2012

**Cognizant Technologies Solution Pvt. Ltd, Chennai & Macclesfield - Macclesfield, UK, India**

- And UK.
- Successfully delivered 4 projects as Business Analyst.
- Conducted interviews with key business users to collect information on business processes and user requirements.
- Developed wireframes, site maps and content inventories cohesively with design teams.
- Mapped user requirements to existing features and functionalities to ensure efficient migration.
- Analyzed existing content for restructuring needs, policies, and site hierarchy.
- Identified Functional gaps, mapped content, metadata, users, and roles from old portal.
- Coordinated review of all application development deliverables to ensure application operability.
- Identified process inefficiencies through gap analysis.
- Derived conceptual designs from business objectives to deliver according to specifications for usability, performance and functionality.
- Implemented user acceptance testing with focus on documenting defects and executing test cases.
- Collaborated on all stages of software development lifecycle, from requirements gathering to production releases.
- Presented project progress and updates to leadership at key points in development.

**JUNIOR BUSINESS ANALYST**, 12/2007 to 01/2011

**Cognizant Technology Solutions Pvt. Ltd - Chennai, India, India**

**CUSTOMER SUPPORT EXECUTIVE**, 08/2004 to 07/2005

**Reliance InfoComm Pvt. Ltd - Mumbai, India, India**

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## EDUCATION

Diploma, 2011

**Welingkars Institute Of Management** - India, India

Advertising And Public Research

Masters of Commerce, Accounting And Finance, 04/2007

**University Of Mumbai** - Mumbai, India, India

Bachelors of Commerce, Accounting And Finance, 04/2004

**University Of Mumbai** - Mumbai, India, India

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## ACCOMPLISHMENTS

- Certified Scrum Product Owner (CSPO) from Scrum Alliance.
  - Agile Product Owner Role: Foundations & Techniques from LinkedIn.
  - Project Management: Foundations & Requirements from LinkedIn.
  - Agile Project Management: Principles & Foundations from LinkedIn.
  - Business Analysis: Foundations & Competencies from LinkedIn.
  - Beginners Guide to RPA - Automation Anywhere from Udemy.
  - RPA Overview from Udemy.
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## CERTIFICATIONS

- Certified Scrum Product Owner (Scrum Alliance) - July 2022
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