**Monika Tatawat**

**Business Analyst / Data Analyst**

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NJ

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**SUMMARY**

* 4 years of experience as a Business Analyst with a good understanding of Business Requirements Gathering and Translating Requirements into Specifications.
* Experience in all phases of SDLC like Requirement Analysis, Implementation and Maintenance, and Good experience with Agile/Scrum and Waterfall.
* Experience in a Python-based environment, along with data analytics, data wrangling, and Excel data extracts and familiar with NumPy, SciPy, Pandas, and Matplotlib.
* Knowledge in developing different Statistical Analysis, Text Analytics, Data Mining solutions to various business generating and problems data visualizations using Python, R, Tableau, and Power BI.
* Good knowledge in understanding Stored Procedures, Stored Functions, Database Triggers, and Packages using PL/SQL.
* Good understanding of Relational Database Design, Data Warehouse/OLAP concepts, and methodologies.
* Knowledge in importing and cleansing of data from various sources like Teradata, and MySQL with high volume data.
* Good knowledge in Business writing skills in writing project documentation such as Business Requirements Document (BRD), Functional Requirement Document (FRD), and Use Case Specifications.
* Proficient in Facilitating Joint Application Development (JAD) sessions to gather, synthesize, and prioritize requirements using interviews, document analysis, requirements workshop, site visits, and surveys.
* Good Skills at performing Risk analysis, GAP analysis, Impact Analysis, and Cost/Benefit analysis to better understand the mechanics of the existing & proposed systems.
* Working knowledge of HP Quality Center tool for all the test management activities like Release Planning, Test Planning, Test case Execution, Requirement Traceability Metrix (RTM).
* Good knowledge of Request Management tools like Rational Clear Quest.
* Good Coordinated with the development and testing team to conduct white-box testing on the new application and database systems using HP Quality Center.
* Well-versed with leading industry tools like JIRA, MS Office, and MS Project to develop various project deliverables.
* Knowledge in UML modeling including Use Cases, Sequence, State, Activity, and ER Diagrams using tools such as Rational Rose and Microsoft Visio.
* Very well experienced using Microsoft Office Suite (Word, Excel, and PowerPoint).
* Experience using various Operating - Systems like Windows and Linux.
* Excellent and efficient Team Member with good planning and monitoring skills, goal-oriented and self-motivated team player with the ability to handle the fast-paced development process.

**SKILLS**

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| **Methodologies:** | SDLC, Agile/Scrum, Waterfall,  |
| **Programming:** | Python, R, PL/SQL |
| **Libraries:** | NumPy, Pandas, SciPy, Matplotlib |
| **Reporting and Visualization Tools:** | MS Project, MS Office, MS SharePoint, Tableau, Power BI |
| **Database:** | Teradata, MySQL |
| **Analysis and Documentation Tools:** | Cost/benefit analysis, GAP analysis, Risk Analysis, FRD, BRD, SRS |
| **Tracking and Other Tools:** | Jira, Microsoft Visio, Rational Rose**,** Rational ClearQuest, HP Quality Centre, JAD,RTM, OLAP, Pivot tables  |
| **Operating System:** | Windows, Linux |

**EDUCATION**

**Master of Science in Information Technology and Analytics**

Rutgers University, New Brunswick, NJ

**EXPERIENCE**

**PNC Financial Services, NJ | Mar 2019 - Current**

**Role: Business Analyst / Data Analyst**

**Responsibilities:**

* Worked Agile/Scrum methodology and created a Business Requirements Document and System Requirements Specification Document.
* Generating various capacity planning reports (graphical) using Python packages like NumPy, Matplotlib, and SciPy.
* Design and deploy rich Graphic visualizations with Drill Down and Drop-down menu option and Parameterized using Tableau.
* Data Warehousing principles like Fact Tables, Dimensional Tables, Dimensional Data Modelling - Star Schema, and Snow Flake Schema.
* Developed Tableau data visualization using Scatter Plots, Geographic Map, Pie Charts and Bar Charts, and Density Chart.
* Created action filters, parameters, and calculated sets for preparing dashboards and worksheets in Tableau.
* Created the BRD, FRD, and SRS Artifacts after gathering input from the business owners and other stakeholders.
* Adding scenarios, test data, and screenshots used for testing to Test Ready User Stories in JIRA.
* Created and maintained test cases and test plans and set up Microsoft SharePoint for better communication of documents and maintaining version history.
* Performed a cost-benefit analysis to indicate the benefits of the ongoing consolidation in the future.
* Work closely with the project manager in preparing the project schedules, milestone tracking, and resource allocation using MS Project.
* Conducted JAD sessions with management, SME, vendors, users, and other stakeholders for open and pending issues.
* Performed a key role in identifying and tracking defects using HP Quality Center and analyzing progress and Requirement traceability matrix (RTM).
* Involved in developing UML, use case diagrams, Class diagrams, and Sequence diagrams using Rational Rose.
* Used MS Office extensively (Word, Excel, PowerPoint, Outlook) for analysis, presentation, and documentation throughout the project.

**Environment**: Agile/ Scrum, Python, NumPy, Matplotlib, SciPy, Tableau, BRD, FRD, SRS, JIRA, SharePoint, MS Project, JAD, HP Quality Center, RTM, Rational Rose, MS Office.

**Bitinfocom Technologies, India | June 2016 - July 2018**

**Role: Business Analyst / Data Analyst**

**Responsibilities:**

* Utilized the Software Development Life Cycle (SDLC) like Waterfall to configure and develop process, standards procedures.
* Developed programs with manipulate arrays using Python libraries like NumPy and SciPy.
* Perform troubleshooting, fixed, and deployed many Python bug fixes of the two main applications that were the main source of data for both customers and the internal customer service team.
* Installed and configured on-premises gateway in Power BI services.
* Monitor, Triage, Track, and resolve issues with the Excel Power BI reports.
* Involved in creating database objects such as tables, views, procedures, triggers, functions using PL/SQL to provide definition, structure and to maintain data efficiently.
* Understanding the OLAP processing for changing and maintaining the Warehousing Optimizing Dimensions, Hierarchies, and adding the Aggregations to the Cube.
* Created Set, Multiset, Derived, Volatile, Global Temporary tables to retrieve the data from multiple tables.
* Produced documents such as BRD (Business Requirements Document), FRD (Functional Requirement Document).
* Created SQL queries for extracting data as required by the PM and other business stakeholders.
* Maintained Requirement Traceability Matrix (RTM) to ensure that all functional requirements are addressed at the use case level as well as the test case level.
* Created project plans, style sheets, and templates to analyze and estimate feasibility, cost, time, and general guidelines for the project team.
* Analyzed the Initial Operational Risk Rankings and conducted the GAP analysis between the required and provided control self-assessments.
* Employed Rational Clear Quest for effective Change Management and bug tracking during the testing lifecycle.
* Designed and developed Use Cases, Activity Diagrams, and Sequence Diagrams using MS Visio.
* Generated graphs using MS Excel Pivot tables and creating presentations using PowerPoint.

**Environment**: SDLC, Waterfall, Python, NumPy, SciPy, Power BI, PL/SQL, OLAP, BRD, FRD, SQL, RTM, Clear Quest, MS Visio, MS Excel, Pivot tables.