Arushi Srivastava

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SUMMARY

- **Certified Scrum Master**, having experience in **Program Management** and implementing **Scrum Framework** in various programs and initiatives.
- Overall having total 4 years of experience in domains like **E-commerce** and **BFSI.**
- Experience in working as a Business Analyst and in Program Management. Efficient in **Jira Project Management**, **Azure DevOps** and **Data Visualization** tools like **Power BI**.
- Responsible of **requirement gathering** from **stakeholders**, creating **BRD** and **FRD**.
- Responsible of **analyzing** and **validating Raw Data** to proactively **identifying business trends** and **insights.**
- Experience in working on **Advanced Excel,** developing **periodic reports**, **dashboards** and automating them using **Macros**.
- Responsible for creating end to end development progress report and keeping a track with scrum team members on their progress during entire **software development life cycle**.
- Responsible for **Change Management** process where working cross-functionally to deliver process improvements and to identifying opportunities to improve business processes and generating business requirement documents.

PROFESSIONAL EXPERIENCE

FLIPKART (Payroll of Ascent HR) - Bangalore, Karnataka

ANALYST-SCRUM MASTER**,** February 2020 – Present
Responsibilities:

- Working as a **Scrum Master**, maintaining the **sprint backlogs**, **user stories** and publishing reports to ensure the product owner is updated about the team progress.
- Coordinating and organizing project planning and various **Scrum Ceremonies** with scrum team members during the agile development cycle for various initiatives and projects like **ETL Data Pipeline** and **Application Development project**.
- Responsible of creating **status reports** and **summaries**, tracking escalations and resolutions of issues. Also **coordinating** with multiple **stakeholders,** negotiating, and understanding the **Business Requirements** as well as ensuring smooth on-time **project delivery**.
- Responsible of **Data Validation**, **Data Analysis, As-Is/To-be Analysis, S2T Analysis, UX Analysis** and **UAT**. Gathering raw data from various teams and performing analysis based on Business Requirements.
- Providing detailed and accurate **reporting** to leaders and publishing it to various **stakeholders** on a **weekly** and **monthly** basis using **Advanced Excel** and **Power BI**.

Keywords: Agile, Scrum Master, SDLC, Sprints, JIRA, Confluence, Requirement Gathering, Program Management, Presentations, As-Is Analysis, Advanced Excel, Macros, Pivot Tables, VLOOKUP, Power BI, Dashboards, Change Management, Reporting.

IDFC FIRST (Previously Known as Capital First) - Bangalore, Karnataka

ANALYST**,** June 2016 – February 2019
Responsibilities:

- Responsible of **requirement gathering** from different **stakeholders** and ensuring **change request deliverables** using **Scrum Framework** by conducting **scrum ceremonies**.

- Responsible of creating status reports and summaries, **tracking escalations** and resolutions of issues, **coordinating stakeholder meetings** and updating program plans.
- Providing detailed and accurate **reporting** to stakeholders on a **weekly, monthly,** and **quarterly** basis to support business objectives.
- Creating **Tableau** dashboards and user stories to deliver actionable insights to the stakeholders.
- Data Analysis using **Advanced Excel** to deliver actionable **insights**.
- Responsible in process improvement and ensuring the team following CI/CD process for **delivering** the **change requests**.
- Managing the workflow and ensuring completion of work within **TAT**.
- Prepare & publish reports on RCA & other quality analysis & present in Business review meetings.

Keywords: Program Management, Change Request, Azure DevOps, Tableau Desktop, Advanced Excel, Salesforce, User Stories, Agile methodology, Scrum framework.

EDUCATION

JAGANNATH INTERNATIONAL MANAGEMENT SCHOOL (JIMS), KALKAJI – New Delhi, India
PGDM IN INTERNATIONAL BUSINESS, August 2014 – May 2016

NATIONAL POSTGRADUATE COLLEGE – Lucknow, India
BACHELOR OF COMMERCE, August 2011 – May 2014

CERTIFICATIONS

Certified Scrum Master**,** CSM® – Scrum Alliance
Jan 2021

International Business Immersion Program – MDIS, Singapore
November 2014 – December 2014

MS Office Specialist
March 2014

PERSONAL DETAILS

Date of Birth: 21st August 1993
Permanent Address: D-2201, Indira Nagar, Lucknow, Uttar Pradesh.