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| **Shivani**  Ramteke | C.Q.A.E.E. Complex  Pune, Aundh Camp, Maharashtra-411027  8380987821  Ramteke.shivani05@gmail.com |

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|  | Objective |

Enthusiastic Experienced Business Analyst. Have worked in Agile environment as a Lead Analyst for 4.5 years. Worked on two Scrum teams and filled in as Lead on several occasions. Proven history of successful work with cross-functional teams and engaging Scrum Master with skills in Agile planning and leadership. Always seeking to improve cost, delivery time, and quality metrics being under hood of Standard Practices.

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|  | Experience |

## Lead Analyst | Sakon Inc. Formerly GSG

### Jan 2017 – Present **|** Pune, Maharashtra

* **Lead meetings** involving members of Business Users, Subject Matter Experts, Quality management, and Application Development teams to map the current user process and future process using process flow diagrams.
* Led and coordinated all Sprint Planning, Sprint Reviews, Sprint Retrospectives, Sprint Demos, Story Grooming, Release Planning, Daily scrum and managing Time frames between Stakeholders and QA, Development, & Operation teams for SDLC workflows.
* Created **Business Requirement document (BRD) and Functional Requirement document (FRD)** and maintaining the Requirement Traceability Matrix (RTM) related document.
* Engage with client to gather software requirements/business rules, performed impact analysis and ensure alignment with development teams.
* **Elicited requirements** using a variety of techniques (e.g. Interviews and documentation, BRDs, functional & technical specifications, use cases).
* Managing Sprint and backlogs over **JIRA** Application.
* Translate stakeholder requirements into over **10 different Tangible deliverables** such as functional specifications, user cases, user stories, workflow/process diagrams, data flow/data model diagrams and User Acceptance Testing.
* Sought for **Excellent Communication and Interpersonal Acumen**, exceed all expectations as primary contact for project kickoffs, development, testing, management of mission-critical issues and risks, and launch.
* Create **Dashboard** and Ad-Hoc reports on **Power BI** Desktop and Services.
* Involved in all **Requirement Gathering** and impact analysis activities. Reviewing the Client Requirements and Business Specifications, analyzing the impacts and feasibility.
* Preparing **Velocity reports, Burn-Up and Burn-down reports**, lesson learned documents, User stories, Story points, poker, bug and incident assignments to help deliver committed work.
* Review the High Level Design Document [HLD] and Application Design Document [AID].
* Provide the support to development by reviewing the **Application Design document** and testing team by reviewing the Test Cases during development and testing phase.
* Conducted **meticulous GAP analysis** while successfully reengineering key business processes to increase operational efficiency and alignment of business unit objectives.
* Provide effective defect tracking and management to ensure highest quality software and Business Process.

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|  | Key Achievements |

* Developed team norms and balanced workloads for onshore and offshore developers, testers and product owners improving employee satisfaction by 27%.
* Updated Agile tracking systems to provide transparency on Product & Sprint Backlogs, streamlining communication and reducing support request by 14%.
* Lead team for 3 Fortune 500 organizations. Beat delivery targets by 15%.
* Worked with Client/Vendors to slash inventory costs by 18%.
* Implemented cross-functionality among developers and QA team.
* Best Performer for Year 2018 and Extra Mile Awardee.

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|  | Education |

## Bachelor of Engineering | Pune University

### Graduated: July 2016

### GPA: 67.13%

## Diploma | MSBTE

### Passed: July 2012

### GPA: 76.51%

## Senior Secondary School| Maharashtra State Board

### Passed: April 2009

### GPA: 85.38%

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|  | Skills |

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| * Agile development and Best Practices * Experience with SDLC * Experience on Creating Power BI reports and Dashboards. * Agile Frameworks-Scrum * Knowledge of Jira and Jira Portfolios. * Knowledge of MS office tools and SQL. | * Highly organized with the ability to multitask. * Perform UAT and testing for Dev and Production platforms. * Public Speaking * Client handling for Demos and updates. * Worked on Sharepoint. |