Sailee Mene

Business Analyst

Location: CA | **Phone:** (601)-202-1046 | **E-Mail:** sailee.m@thesoftmail.com

SKILL

Methodologies:
SDLC, Agile/Scrum, Waterfall

Documentation:
FRD, BRD, SRS

Visualization: Tableau

Reporting Tools:
MS Project, MS Excel, MS SharePoint

Analysis:
Impact analysis, GAP analysis, Risk Analysis

Tracking / Other Skills:
Jira, Microsoft Visio, HP Quality Centre, JAD, Rational Clear Quest, RTM, SQL

Operating System:
Windows, Mac

EDUCATION

Master of Science in Information System
California State University, Fullerton, CA

SUMMARY

- Over 4+ years of professional experience as a Business Analyst with expertise in transforming business process requirements into Functional Requirements, Functional Specifications, Business Process Mapping, and Modeling.
- Good knowledge of project life cycle and SDLC methodologies including Waterfall and Agile/Scrum.
- Proficient in broad range of technologies, including business process tools such as Microsoft Project, MS Excel, Jira.
- Knowledge of Business Process definition, Risk Analysis, Impact analysis and Gap analysis.
- Knowledge of writing Business Requirements Document (BRD), Software Requirement Specification (SRS), Functional Specifications document (FSD), User Stories and USE Case Specifications.
- Participated in functional design sessions, creates and executes SQL test scripts, and aids in the solution of data issues.

EXPERIENCE

Business Analyst | Humana, CA | Sep 2019 – Current

- Coordinated with Project manager in planning the phases of the whole project with accordance to Agile/Scrum environment.
- Worked on MS Project to track project milestone and other deliverables as well as resources roles and responsibilities and organize other project details.
- Successfully completed a project converting vast number of folder hierarchies into more manageable SharePoint metadata document libraries.
- Executed SQL Queries to provide the QA team with sample test data.
- Involved in creating dashboards and reports in Tableau created report schedules on Tableau server.
- Handled scrum team, daily Scrum Meeting, Planning, Scope, daily Status Tracking, Coordination, Problem solving, Defect Triaging, Sprint Grooming and Retrospective Meeting.
- Responsible for Sprint Planning, Daily Stand up meetings, Sprint Retrospective meetings.
- Used JIRA for monitoring dashboards, multiple projects, custom charts & progress graphs, real time monitoring of work efforts by team members.

Business Analyst | Mindstix Software Labs Pvt. Ltd Pune, India | May 2015 - Sep 2017

- Led requirement gathering for 3+ mobile apps, created business/user requirements documentation, flow diagrams and user stories under Agile practices.
- Created Payment API message requirements for an e-commerce app in pseudo code along with corresponding acceptance criteria based on the API integration policies.
- Partnered with the UX and development teams to improve user experience by prioritizing customer feedback, contributed to a 17% increase in App Store downloads & positive user feedback for an e-commerce app.
- Facilitated Scrum daily Stand-ups, Sprint Planning, Sprint Review, JAD sessions; wrote simple to complex SQL queries to extract and analyse data.
- Implemented A/B Testing for an e-commerce app and identified KPIs for user retention and acquisition.
- Led end to end automated QA testing process for the 8 team members; reducing the total project completion time by 20% and increasing the profit margins by 7.5%.