

## PROFILE

Diligent, teamwork-oriented, certified Business Analyst with 3+ years of experience as Business Analyst and Quality Analyst looking to take advantage of my skills in Requirement Elicitation, translating Business requirement to solution requirement and effectively articulating the solution to all levels of stakeholders; facilitating communication among teams; fostering and implementing Agile mindset and processes

### PHONE:

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### LinkedIn:

<https://www.linkedin.com/in/pooja-soneja-8bb6b615a>

## ACHIEVEMENTS

Altruistic Comrade – 1st quarter 2019

Excellency Award – August 2018

## CERTIFICATIONS

PSPO-1

PSM-1

ISTQB – Foundation Level

AINS 24

# POOJA SONEJA

**BUSINESS ANALYST | AGILE BUSINESS ANALYST | PSPO | PSM | Insurance Domain**

## SKILLS

- Requirement Elicitation/Requirement Gathering
- Gap Analysis
- Documentation - Scope Document, BRD, FRD/FSD
- Root Cause Analysis
- Requirement Prioritization
- Stakeholder Management
- Process Modeling Notations- UML and BPMN
- Methodologies - Traditional/Waterfall, Agile(Scrum)
- Microsoft Office (Excel, Word, PowerPoint)
- Project Management Tool: Azure DevOps, JIRA
- Wireframing - Balsamiq, MS Visio, Lucidchart
- Core Java concepts
- RPA Testing tool - Workfusion
- API Testing Tools: Postman and Swagger
- Test Scripts using JavaScript
- DBMS: SQL Server
- Domain - P&C Insurance
- Communication Skills
- Detail Oriented
- Fundamentals of UX

## WORK EXPERIENCE

### Xceedance (Business Analyst)

Responsibilities:

- Lead planning and gathering of business requirements by interfacing with clients as well as the internal teams.
- Model AS-IS, TO-BE processes, perform Gap Analysis
- Design and translate Business need to solution requirement in the form of functional specification document and User Stories.
- Liaise and facilitate communication between clients and internal team and work across all levels of stakeholders.
- Verification and Validation of requirements to ensure they deliver business value
- Handle Change Requests and perform risk analysis and impact analysis to determine priority of the Change Requests.
- Deliver Scope Document, BRD, FSD, Use Case, Process Flow and Requirement Traceability Matrix
- Proactively put together the Product Backlog. Update it with new insights and ensure there are enough ready items.
- Document User Stories and defining robust Acceptance criteria, elaborate Epics and Features into User Stories.

## EDUCATION

**Post Graduation:** MCA-  
CDAC,  
Noida 2018  
75.98%

**Graduation:** Bsc(H) Electronics-  
S.G.T.B. Khalsa  
College 2015  
79.2%

**Intermediate:** Science-  
CBSE 2012  
91.8%

**High School:** Science-  
CBSE 2010  
9.4 CGPA

**DOB:** 11<sup>th</sup> Sep 1994

## Xceedance (Quality Analyst)

Jul 2018 - Present

### Responsibilities:

- Conduct RPA Testing using Workfusion which enabled 75% increased throughput of Pre-Bound team while creating submissions in DuckCreek.
- Conduct REST API and Web Service testing using Postman and Swagger.
- Requirement Analysis and Test Case Preparation from FSD and User Stories using Industry wide accepted CMMI format.
- Ownership and successful delivery of multiple P&C Insurance based projects to UAT and production with active stakeholder collaboration and engagement.
- Participation in UAT Testing with stakeholders to test Business scenarios.
- Requirement verification and validation before finalizing User Stories in the Sprint Backlog.
- Manage Sprint cycles, daily scrum and retrospectives.
- Liaising with all levels of stakeholders to deliver quality driven and detail oriented products within timelines.
- Functional Testing, Integration Testing, System Testing and Regression Testing to verify the client's needs are met

## Xceedance (Intern)

Jan 2018 - Jun 2018

### Responsibilities:

- Functional testing and usability testing of insurance based projects.
- Extended responsibilities in Production support.
- Ownership of SharePoint based projects that automated 30% Underwriting processes.
- Crafted Weekly status report of all Enterprise projects to be delivered to onsite client