Sairindhree Tripathy

Enthusiastic **Business Analyst (RPA**) eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Striving for exceptional project management and leadership skills

SUMMARY

- Overall 5+ years of IT experience in the Design, Development,Testing of different Enterprise Applications
- 2+ years of Experience as a RPA Business Analyst
- Working closely alongside Process Owners,SMEs and RPA Specialists, etc. to ensure requirements are delivered on-time and to-specification
- Proactive in responding to shifting business needs and priorities in a systematic and effective way
- Adaptable assessor of business health, process metrics and product success with efficiency in devising plans to devise acceptable solutions
- Also, have hands-on experience in control room activities.
- Contributed to CDK International's first successful RPA Project.
- Worked single handedly in creating Technical know-how on RPA Delivery lifecycle,process standards and process flow, ceremonies and roles and responsibilities enhancing the overall increase in productivity
- Experience working on Waterfall and Agile Methodologies – Scrum
- Well-versed in implementation of operational assessments and conducting functional requirements analysis for businesses of all sizes
- Good communication, interpersonal and quick learning skills with proven ability to adapt to different project environments

EXPERIENCE

CDK Global, Hyderabad, India — *Business Analyst*

September 2018 - Present

- Worked in 20+ RPA projects as Business Analyst
- Responsible for leading process discovery & assessment and conducting deep dive sessions with Process SMEs to understand, analyze and document the process or accommodate any new requirement as a Change Request in the existing process flow.
- Documented procedures and business processes and shared information with appropriate stakeholders.
- Mapped processes to holistically examine business flow and identify improvement opportunities along
- Responsible for working closely with stakeholders for creation of Process Definition Document (PDD), Operational Handbook(OH) and User Acceptance Test

CONTACT

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-tripathy

SKILLS
Functional Skills

- ❖ Information Gathering & Data Analysis.
- ❖ Critical & Analytical thinking
- ❖ Risk Analysis and Decision Making
- ❖ Business Process Improvement
- ❖ Technical Writing
- ❖ UAT Test case scenarios creation

Technical Skills

- ❖ Software Packages – Microsoft Office(Excel, Power Point)
- ❖ Databases – Oracle,SQL
- ❖ RPA Tool – Blue Prism
- ❖ Database Utilities & Tools – DBeaver, Rapid SQL, Oracle SQL Developer, Oracle Enterprise Manager
- ❖ Modelling Tool – Ms Visio
- ❖ Tools – Snagit Editor
- ❖ Defect Reporting Tool – JIRA
- ❖ ETL Tool – Informatica Power center 9.6.1
- ❖ Methodology : Agile

EDUCATION

The Neotia University, Kolkata
— *B.Tech in Electronics And Communication*

Affiliated to Maulana Abul Kalam Azad University Of Technology, West Bengal
Graduated with 7.54 GPA

Plan(UATP)

- Worked with the Solution Architect in creating the Solution Design Document (SDD).
- Responsible for preparing and documenting the test cases after analysing the Business Requirement Specifications
- Part of the Standard Committee, responsible for analyzing RPA feasible projects
- Worked closely with the development team, reviewed functional specifications, and analyzed functional areas that can be automated.
- Responsible for project management using JIRA by creating Epics, User Stories and ensuring end to end project tracking
- Responsible for maintaining JIRA Dashboards for the RPA projects.
- Helped solve diverse program problems with in-depth analysis
- Responsible for maintaining RPA Opportunity Pipeline -Creation of new project entry, Cleaning up, Project Lifecycle Updates etc. This has given transparency to Management on RPA Projects.

Infosys, Hyderabad, India, — *Senior Systems Engineer*

August 2015 - September 2018

- Initially joined Infosys as a System Engineer Trainee post that got promoted to Systems Engineer and finally to Senior Systems Engineer
- Worked in three different projects over a span of 3 years.
- Collaborated on all stages of systems development lifecycle, from requirement gathering to production releases
- Created requirement and design document for the Projects involved
- Created workflow diagrams and Gantt charts to clearly demonstrate processes and timelines
- Gained knowledge in understanding, developing and enhancement of multiple mappings to perform loading, aggregation and manipulation of data by analyzing data and generated reports of the final data product
- Part of the production-support team involved in Production job monitoring and data analysis and problem solving techniques
- Worked on Development/Enhancements tech request projects
- Performed regression and system-level testing to verify quality and function prior to release
- Performed software testing to uncover bugs and troubleshoot issues prior to application launch

AWARDS/CERTIFICATIONS

- ❖ Employee of the month for the month of June 2020 in Dealer Operations in CDK Global
- ❖ Global "A" Team Award , Q3, 2019 in CDK Global
- ❖ Silent Star Award in 2019 in CDK Global
- ❖ Won an award in "Improve Organizational Effectiveness" category in 2018 in CDK Global
- ❖ Amcat certified Proficiency in English Certification body: Aspiring Minds- Amcat Year: 2014
- ❖ Amcat Certified Corporate Communications Professional Certification body: Aspiring Minds- Amcat Year: 2014
- ❖ Amcat Certified Creative Content Developer Certification body: Aspiring Minds – Amcat Year: 2014

TRAININGS

- ❖ Undergoing different trainings through Linkedin Learning, Plural Sight, Trailhead(Salesforce)
- ❖ CDK Global - Internal Training on SQL, Agile Methodology & Python
- ❖ Infosys Pvt Ltd - Secured 84 percentages in Systems Engineer Training from August 2015 – January 2016

LANGUAGES

- ❖ English
- ❖ Hindi
- ❖ Bengali