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|  **AKSHAY JAIN** **Scrum Master and Sr. Business Analyst*** Akshayj274@gmail.com

  +91 7045329209/ +91 9552038259   ***Targeting assignments in Scrum Master, Business Analysis, and Project Management***Contact |
|  **Executive Profile** * Analytical professional with over 6 years of experience in Business Analysis, Scrum Master, Agile practices, Data Analysis, Impact Analysis, Risk Analysis, Requirement Gathering, BRD Documentation, Application analyst, and Oracle database administration.
* Experience in Stakeholder management, Vendor management, resource management, Conflict management, and risk management.
* Handled multiple project teams as a Scrum Master and implemented Agile and Scrum practices to deliver projects on time and gain customer delight.
* Integrated Design Thinking with the business processes to achieve customer delight.
* Implemented various ITIL processes that helped in achieving improved teams’ performances and customer satisfaction.
* Skilled in mapping business processes, conducting requirement analysis, defining specifications and interacting with clients for resolving concerns.
* Worked in Agile processes and Methodologies to improve project deliverables and gain Customer Satisfaction.
* Capabilities in conceptualizing and implementing high performance business strategies on a consistent & continual basis.
* Skills in analyzing business process set up to identify & eliminate quality snags through realignment/redesigning of processes.
* An effective communicator with extensive relationship building and interpersonal skills, analytical, technical, negotiation, presentation and client relationship management skills and always willing to take on new challenges and responsibilities.
 | **Key Impact Areas:****- Scrum Master****- Business Analysis****- Data Analysis****- Vendor Management****- Process Consultation****- Conflict Management****- Client Relationship Management****- Stakeholder Management****- Oracle Database Administration****- Risk Management****- Project Delivery**  **Key Skills:**  Communicator **Collaborator**Intuitive Team Management and Coordination**Motivator** Client Handling**IT Skills & Certifications:*** Certified Professional Scrum Master
* ITIL Foundation certified
* Diploma in Software testing
* Business and Data Analysis
* Oracle Database Administration
* Microsoft Office and Teams (Excel, Access, Word, & PowerPoint)
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| **Career Timeline****Business Analyst and Scrum Master at LTI, Mumbai** **Sr. Business Analyst and Scrum Master at LTI, Perth (Australia)****2017 - 2018****2019 – Now****Oracle DBA at LTI, Mumbai****2015-2017** | **Academic Details:*** B.E (ETC) from SSEC, Bhilai with 77.2 %.
* XII (CBSE) from B.S.P SSS-IV, Bhilai with 72%.
* X (CBSE) from B.S.P SSS-IV, Bhilai with 74.2%.
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| **Professional Experience****Jan’19- Till date as Scrum Master and Sr. Business Analyst (Location: Perth, Australia)****Role:** Scrum Master and Sr. Business Analyst**Period:**  Jan’19 – Till Date**Projects:** Sustain Plan, Rostering, Safe Operating Limits, Quintiq Upgrade**Client:**  Chevron ABU (Australia)**Tools Used:** Azure DevOps, MS Teams, TOAD, SQL Developer, Kanban, JIRA, Tableau, SNOW, and PowerPoint**Activities:** * Coordinated all Scrum Ceremonies including Sprint Planning, Daily Standups, Sprint retrospectives, Sprint review, Sprint Goal, and Release Planning.
* Removed impediments for the scrum development team.
* Gathering and updating project materials, forecasting, project documentation, business flows, and lessons learned documents.
* Coaching and mentoring other Scrum Masters on our program team. Partnering to ensure that our ways of working are consistent across teams.
* Develop business architecture using requirements such as scope, processes, alternatives, and risks.
* Scheduling and allocating work, providing advice and guidance, and resolving problems to meet technical performance and financial objectives.
* Performed risk analysis and created contingency plan for the project.
* Bring ideas from professional facilitation, coaching, conflict management, mediation, and so on to help the team become a high-performance team.
* Empowered the team to make system and process improvements captured in sprint retrospective meetings.
* Lead the team’s efforts towards continuous improvement.
* Analyze client’s business requirements and processes through document analysis, interviews, workshops, and workflow analysis.
* Communicate client’s business requirements by constructing easy-to-understand data and process models.
* Provide input into developing and modifying systems to meet client needs and develop business specifications to support these modifications.
* Liaise between business and technical personnel to ensure a mutual understanding of processes and applications.
* Achieved 100% data quality as compared to 40% in the past by bringing in new processes.
* Coordinating with cross-functional teams, ensuring adherence to strict deadlines and ensuring timely delivery of proposals.
* Performed Quintiq application upgrade from version 5.1 to 5.6 and infrastructure upgrade from 2008 to 2016.
* Performed Smoke testing, system testing, and IIS setup.
* Performed complex application configuration with vendor assistance and help in delivering the project before the projected timeline to achieve customer delight.

**Mar’17- Dec’18 as Business Analyst and Scrum Master (Location: Mumbai, India)****Role:** Business Analyst**Period:**  Mar’17 - Dec’18**Projects:** Vessel Clearance, Application and Platform Upgrade**Client:**  Chevron MCBU (USA)**Tools Used:** JIRA, Kanban, BMC Remedy, TOAD, SQL, Advanced Excel, Word, and Microsoft PowerPoint**Activities:** * Saved 5 Million USD by decommissioning all the assets which were on older version of oracle, SQL and Windows.
* 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.
* Coordinated all Scrum Ceremonies including Sprint Planning, Daily Standups, Sprint retrospectives, Sprint review, Sprint Goal, and Release Planning.
* Removed impediments for the scrum development team.
* Gathering and updating project materials, forecasting, project documentation, business flows, and lessons learned documents.
* Coaching and mentoring other Scrum Masters on our program team. Partnering to ensure that our ways of working are consistent across teams.
* Evaluate risks related to requirements implementation, testing processes, project communications.
* Draft and maintain business requirements and align them with functional and technical requirements.
* Communicating with client and/or internal teams to analyze information needs and functional requirements.
* Worked as per Agile Methodologies and achieved the targets set by client by having bi-weekly sprints.
* Coordinating with cross-functional teams, ensuring adherence to strict deadlines and ensuring timely delivery of proposals.

**Jan’15-Mar’17 as Oracle Database Administrator (Location: Mumbai, India)****Role:** Oracle Database Administrator**Period:**  Jan’15- Mar’17**Project:** Veolia Water Services, France**Tools Used:** TOAD, SQL, BMC remedy, MS Office**Description:** In this project, we have managed and monitored around 40+ critical oracle databases and performed activities like Upgrade, Migration, Patching, Process Improvements, Compliance Management, Backup and Recovery.**Activities:*** Provided 24\*7 support for all the Production and Non- Production oracle databases.
* Performed upgrade and migration of Oracle databases from oracle 11g to oracle 12c version.
* Performed Patching, Backup and Recovery (RAM, expdp and impdp) in oracle 11g databases.
* Performed automation of user management tasks to improve database performance to reduce the manual efforts.
* Performed oracle RAC management activities and tasks.
* Performed Switchover activity as part of quarterly check.
* Check the performance of the critical application, research and resolve any potential issues pro-actively.
* Implemented and maintained Data guard for the standby oracle databases.
* Monitoring oracle databases with tools like OEM, SQL developer, and TOAD.
* Performed various deployments and release management activities.
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| **Key Result Areas:*** Brought 4 new projects for LTI from Chevron by providing Project consultation and business proposals.
* Managed more than 10 teams at a time to perform the decommissioning task in 3 months and achieved customer delight.
* Saved around **5 Million USD** by upgrading and then decommissioning all the assets which were on older version of oracle, SQL and Windows.
* Adopting scrum and agile fundamentals across teams to deliver products of highest value to the customer.
* Ensured that deadlines are met, and error-free deliverables are provided to the Customer from all the vendors involved in Project.

 Personal Details**Date of Birth:** 29th March 1992**Languages Known:** English, Hindi**Address:** Pune, Maharashtra |