Tejaswini Narvekar

Project Manager /Sr. Business Analyst

"Proven expertise in overcoming complex business challenges, making decisions within high-pressure environments using experience-backed judgment, innovation, strong work ethic and irreproachable integrity. Possesses significant leadership experience resulting in better performance."

Summary

- Overall 9+ years of experience in the field of information Technology.

- Participate in the projects as lead for implementation of new applications or application replacement initiatives.

- Worked in Waterfall and Agile methodology projects and Responsible for end to end business analysis activities.

- Hands-on experience with Client interaction and understanding their businessneeds.

- Possesses holistic skill in building software systems and worked on userstories and bug fixing.

- Conducted Daily Scrum Meetings and Tracked Team progress.

- Have developed expertise in Enterprise suite Implementation and IT Administration.

- Have sound knowledge of Structured System Analysis Design & Business Process.

- Have developed expertise in leading Customer Projects, Internal Project with Vendor & Administration.

- Develop effective processes for application implementations, development, and support.

- Good knowledge of requirements elicitation, requirement documentation, Usecase definition.

- Experience in gathering client requirement, proposing solutions until the Requirement get freeze.

Skills

Project Management

Solution Implementation

Team Management

Business Process Implementation & Improvement

Requirement Gathering

BRD, FRD

Wireframe, Workflow Diagrams

SDLC

Agile Methodology

Waterfall Methodology

Use case, User Stories

Gap Analysis

Data Grid / Field Matrix

Organization Architecture

UAT Test Planning

User Training Production Support

Career Timeline

Shravani Computers	Nitya Infotech.	Prasol Chemicals Pvt Ltd.
Jan '2010– May'2012	Jun'2014 – April'2016	May'2016 till date

Work Experience

Prasol chemicals Pvt. Ltd., Navi Mumbai
Project Manager

Growth Path:
May'2016 – Dec'2017: Joined as Sr, Executive IT (ERP) & Automations.

Jan'2018 – Mar'2019: Asst Manager IT (ERP) & Automations.

Apr'2019 – Till Date: Manager IT (ERP) & Automations.

Key Result Areas:

- Managing a team of 46 members for working on various projects.

- Facilitate workshops for requirement Gathering, Proposing solution until the requirement is closed.

- Organize and drive all agile practices Scrum Planning, daily Scrum, Review, and Retrospective.

- Preparing Business Requirement Document, Use Case Specification, Wireframe, Note for Proposal Preparation, Project Plan Preparation, Test Plan Preparation, Requirement Traceability Matrix, Training, and Post Implementation Review.

- Maintaining Clarification Log, Maintain and review Change Request for the completion status, Maintain and review Clarification log, maintain and review escalation matrix.

- Facilitate the implementation and support of ERP Controlling – Cost Center Accounting, Profit Center Accounting, Product Costing, Profitability Analysis, Project System, Results Analysis, Unsettled Costs, Month End Close, Overhead assessment, and settlement.)

- Perform detailed analysis of complex business process requirements and provide appropriate system solutions; identify, interpret, validate, and document customer requirements.

- Facilitate workshops to collect business requirements.

- Map client business requirements, processes, and objectives; develops necessary product modifications to satisfy clients' needs.

- Design, customize, configure and testing of SD and Finance modules.

- Identify gaps, issues, and work around solutions.

- Act as liaison with client for troubleshooting: investigate, analyses, and solve software problems.

- Document functional designs, test cases and results.

- Proactively identify and propose business process and/or system enhancements.

- Provide consulting services on both new implementations and existing Project Support.

- Act as a liaison between the business functions and the technical team.

- Provide ad-hoc training and user support as required.

- Work self-directed and independently; may act as subject matter mentor to more junior members

Projects

- **Purchase Management Solution**
(Integrated with Accounts & Finance)

- **Sales Management Solution**
(Integrated with Accounts & Finance)

- **Production Management Solution**
(Integrated with Accounts & Finance)

- **Material Management Solution**
(Integrated with Accounts & Finance)

- **Import- Export Management Solution**
(Integrated with Accounts & Finance)

- **Fixed Asset Management Solution**
(Integrated with Accounts & Finance)

- **Cost Account Management Solution**
(Integrated with Accounts & Finance)

- **Project Management Solution**
(Integrated with Accounts & Finance)

- **Acc & Fin Management Solution**

- **CRM System Solution**

- **E- Invoice & E-way Bills Solution**
(Interface with Government portal)

- **Digital Payments**
(Interface with Accounts & Finance)

- **Expense Management Solution**
(Integrated with Accounts & Finance)

- **GLPI Ticketing Solution**

Previous Experience

Nitya Infotech., Thane.

Jun '2014– April'2016

Shravani Computers., Thane.

Jan'2010 – May'2012

Education

- Master's in management study in 2012-14 from Mumbai University.
- B.Com. from Mumbai University in 2011.

IT Tools & Certification

- Certification   : Certified Scrum Master (CSM)
- Operating System   : Windows XP, Window 7, 8, 10
- Tools & Application : Axure, MS Visio, JIRA, Rally, MS Excel, MS Office
- Accounting Package : Tally 9, Enterprise Suite
- Software   : RAMCO ERP Magna, SAP B1, Tally-9, GLPI,

  Ascent Pay Roll

Personal Information

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