

# ANJALI MATHURAWALA

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Result-driven professional, targeting assignments in **Business Analysis, Human Capital Management (HCM) & Payroll** with an organization of high repute. Looking for an innovative and challenging environment, which can fully utilize my capabilities and to be dynamic professional working systematically, building good logics to be globally competitive following the perfect principles of time and quality techniques.

## Executive Profile

- ▶ **MCA Professional** with 5 years of experience in Business/System Analysis, Consulting, Product and Project Management.
- ▶ Successfully accomplished the IT Projects in Automobiles, Media, HCM and US Payrolls.
- ▶ Experience working with clients like Bendix, Am-fam, Nationwide, All State, American Red Cross, Bell Canada, IU Health, Fidelity, Sodexo, Mercer, HealthEquity, CNH America, Maersk, Hyatt to name a few.
- ▶ Generated **\$200K** over 2.5 YEARS of ADP with Customer Satisfaction Index of 9.
- ▶ Comprehensive experience in designing systems / procedures for change in IT project operations to design technical solutions, ensuring business functionality adherence & enhancing competitive advantage
- ▶ Skilled in clarifying business requirements, performing Gap Analysis between goals & existing procedures/skill set, designing process and system improvements to increase productivity & reduce costs
- ▶ Proficient in end-to-end development of software products from requirement analysis to system study, designing, testing, debugging, documentation, production support and implementation under Agile Environment.

## Education & Credentials

- ▶ MCA from University of Pune in 2015 with 67%.
- ▶ BCA from University of Pune in 2012 with 65%.
- ▶ HSC from Maharashtra Board in 2009 with 73%.
- ▶ SSC from Maharashtra Board in 2007 with 70%.

## Certifications & Courses

- ▶ Certified Scrum Master (CSM®).
- ▶ Diploma in Software Testing from Mind Scripts.
- ▶ Selenium from Seed Infotech.



## Professional Experience

Growth Path & Deputation:

July'18 – Till Date	ADP Pune  Associate Business Analyst – Implementation Consultant
Aug'17 – July'18	Reality Pre-Media Services   Client Servicing
Mar'16 – Mar'17	Knorr Bremse Technology Centre India   Engineering Support Associate
Jan'15 – May'15	I Knowledge Factory   PHP Developer Trainee (Internship)

## Key Result Areas

As Associate Business Analyst – Implementation Consultant:

- ▶ Implementing change for National Accounts tower of ADP which handles client which has more than 1000+ employees.
- ▶ Main responsibilities include helping customer with payroll implementation and how Enterprise solution will help them.
- ▶ Mapping client requirements & providing them best solutions involving definition of scope of project and finalization of requirements.
- ▶ Interacting with the Client / Product Owner / SME; customizing the PeopleSoft Enterprise HR tool, product enhancement and reporting.
- ▶ Project estimation and Assisting HCM in configuration of the Enterprise system for the variation.

### Core Competencies

IT Business Analysis	Requirement Gathering & Mapping
Change Request	Project Management
Gap Analysis	Client Relationship Management
Process Analysis & Redesign	Bidding & Proposal Management
SDLC/STLC	Agile / Waterfall Methodologies

### Soft Skills



- ▶ Writing the business requirement and functional requirement documents.
- ▶ Prototyping screen mocks and report mocks for the change.
- ▶ Aligning with the third-party vendor to change the SQR's and helping them with seamless integration.
- ▶ Consulting with the customers regularly by walkthrough of the solution and supplementing them in validation phase during UAT.
- ▶ Working on production issues as incidents and migrating project to production.
- ▶ Facilitated change & configuration management; monitored performance, discovered variances and proposed necessary actions

#### As Client Servicing – Business Analysis:

- ▶ Gathering client requirements which were developed in the form of templates, billboards, hoardings wherein people are aware of particular campaign in just few clicks(digitization) instead of processing everything manually.
- ▶ Performing gap analysis and recommending resolutions, writing functional specification documents for Bell Canada, American Red Cross, Amfam, Nationwide, All State, IU Health.
- ▶ Monitoring the development of the product as per the specifications.
- ▶ Drive the project from concept to implementation while prioritizing and tracking requests
- ▶ Regular follow ups with the committed group by doing walkthroughs.
- ▶ Supporting proposals for bidding for along with continuous management of client relationships.
- ▶ Performed research & provided resolution of client enquiries, issues and suggestions.
- ▶ Involved in Test Case preparation, execution, Bug Reporting.

#### As Engineering Support Associate – Shadow Business Analyst | Test Analyst:

- ▶ Wrote & implemented related test plans, test cases by liaising with business owners
- ▶ Performed inspection and review of QA Artefacts and managed identified defects.
- ▶ Worked on diagnostic tool [Acom] which was used to diagnose the braking system of the vehicle.
- ▶ Worked closely with Product engineers to report any faults if occurred in the system.
- ▶ Established product testing priorities & estimated level of effort by interacting with the Manager / Lead of Test Engineering
- ▶ Ensured product quality by developing appropriate functional, regression and system tests.
- ▶ Ensured to deliver product with minimal errors by understanding the business requirements, analysing task list, doing bug reporting, and creation of reports.
- ▶ Identified, communicated and followed up with engineering on issues discovered during the test process

#### Highlights / Accomplishments:

- ▶ Played key role in:
  - Implemented change/service request of \$200K in just 30 months
  - Conducted Scrum Master training for team of 50.
- ▶ Received:
  - Associate of the month Award for before time delivery of the project in June 2020.
  - Received great feedbacks from Client Partners, Stakeholders, Management.
  - Appeared in promoter score for Month of June 2020 which showcase the complete team's score.
- ▶ Participated:
  - Participated in "fundamental concepts of android application development" workshop conducted by computer society of India - Pune Chapter"
  - Participated in "Information Security and Cyber Forensics" workshop conducted by Cyber Cure Solutions

### Technical Summary

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<b>Method:</b>	Agile, SCRUM, CSM, Waterfall, SDLC, Project Planning & Estimation, Test Strategy & Planning, User Requirements
<b>Business:</b>	Requirement Analysis, Requirement Gathering, Gap Analysis, User Story, Risk Analysis
<b>Software:</b>	SharePoint, Visual Studio (VSTS), Seibel CRM, Excel, Salesforce, Power BI, Oracle SQL Developer, MS Visio, One Project [in house tool]

### Personal Details

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<b>Date of Birth</b>	19 <sup>th</sup> November 1991
<b>Address</b>	Flat NO:301, Park Premium Society, Behind Badhai Sweets, Salunke Vihar. Pune -48
<b>Marital Status</b>	Married
<b>Languages Know</b>	Hindi, Marathi, English, Gujarati