SAMEER OKA

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Certified Scrum Product Owner (CSPO), an avid learner and agile practitioner having versatile experience in Product Management, Business Analysis and Software Development across various domain like HCM/Accounts Payable/Taxation. Adept in agile methodology, product management processes, right from concept-incept -plan-develop-release stage. Adaptable assessor of workflow processes, identifying areas of enhancement, digital transformations and implementing business development plans - systems requirements, user acceptance testing and end-user training.

SKILLS & TOOLS

- Requirements Gathering & Analysis
- User Acceptance Testing (UAT)
- Project Management
- Stakeholder Analysis
- Agile methodology
- Jira/MS Project

- Digital Strategy & Transformation
- SAP/SAS Solutions
- MS Office
- R Studio, SPSS
- MS Visio

EXPERIENCE

JULY 2019 – CURRENT

BUSINESS ANALYST

HR PLATFORM, RELIANCE INDUSTRIES LTD

A team responsible to digitalize the entire HR function to make it more User friendly with Mobile and Web based applications for all the group companies of RIL including Jio, Oil & Gas, Retail, Life Sciences and Network 18.

- Determined company requirements and explored opportunities for technological upgrades and system enhancements of the HR module.
- Involved in the streamlining of the various HR processes coordinating with various HR heads and CoE's
- Conceptualized new processes/products within the HR function for better employee engagement and mobility.
- Coordinated between departments to facilitate a cohesive business approach for implementing the newly developed systems.
- Closely worked with the Design team for development of new Mobile/web page-based UI/UX screens for the HR platform.
- Part of the product team in developing the HR product as a go-to market strategy.
- Creation of Wireframes of the product on MS Visio/PowerPoint.
- Helped integrate Coursera and LinkedIn Learning with the own company Learning module.
- Was part of the integration of VILT with Learning module.
- Involved in developing the product roadmap as part of the delivery process for the entire organization analyzing the various processes and stitching the legacy systems with new platforms.
- Spearheaded the Hiring Platform project from Ideation to deployment to improve the overall hiring process across all the Business Units.
- Worked closely with the Project Management and development team for smooth delivery of the products/enhanced processes.
- Facilitated training for more than 2000 employees across RIL sites as part of the adoption program of the new HR platform.
- Conceptualized and developed the Covid-19 related services (Group wide) in the HR module like symptom checker, Containment zones, Social Distancing alert and Safe Commute for essential services.

APR 2014 – MAY 2017

SAP FICO CONSULTANT, RELIANCE INDUSTRIES LTD

- Documented functional designs and test cases. Identified gaps, issues and worked around solutions.
- Facilitated implementation and support of SAP financials and performed detailed analysis of complex business process requirements.
- Collaborated with cross-functional development team members to analyze potential system solutions based on evolving client requirements.
- Migration of the SAP EHP 6.0 servers to SAP EHP 7.0 servers for tax procedure migration from TAXINJ to TAXINN.
- KKC/SBC Project: Implementation of Swachh Bharat Cess and Krishi Kalyan Cess in the existing tax architecture across the module.
- Consulted regularly with internal customers on application development project status, new project proposals and software-related technical issues.

AUG 2013 – MAR 2014

FINANCE ANALYST - ASSOCIATE, STATE STREET SYNTEL SERVICES PVT LTD

- Booking and settlement of trades made by the investment bankers, processing of wire transfers and running the fund processing tools.
- Compiled data, reports and year-end audit information.
- Compiled and coordinated financial data for analysis and reconciliation.
- Played a pivotal role in the transition of Trade Processing from Mumbai to Pune campus.

EDUCATION

- ➢ **2017-2019** –> **MBA** from Symbiosis Centre for Information Technology, Symbiosis International University (CGPA – 7.07)
  Specialization in **Information Technology & Business Management**.
- ➢ **2009 – 2012** –> Bachelor of Commerce specialization in Taxation. (67.3%)

CERTIFICATIONS & ACCOMPALISHMENTS

- **Certified Scrum Product Owner® (CSPO®)** - Scrum Alliance
  Credential ID/Badge - http://bcert.me/sqzileini
- **Digital Product Management: Modern Fundamentals –** University of Virginia, Coursera
  Credential ID/Badge - https://coursera.org/share/24f0871c06f842c2c53fdb59d70e258c
- **Agile Self Starter Program** – IT Project Management CoE, RIL
- **Annual HR Achievers' Award** - RIL

HOBBIES AND EXTRA-CURRICULARS

- Represented SCIT at the Symbiosis International University in the Badminton tournament.
- Core member of iTELF (Information Technology Entrepreneurship and Leadership Forum) committee, an entrepreneurship committee of SCIT.
- Event Coordinator of national level event Sprout IT '17, SCIT.

INTERESTS

- Reading books
- Loves to play Volleyball, Table Tennis, Badminton & Carrom
- Automobile Enthusiast