

Meera Choudhary | Business Analyst

+91-8208178495 @ meera31choudhary@gmail.com

320 Sector 17A, Sector 17, Gurugram, Haryana 122001 India

PROFILE SUMMARY

- Graduate in Computer Science Engineering (B.Eng.) from Pune University having 9 years of experience as Business Analyst, Data Analyst & Quality Analyst at FIS, ADP & Tata Communication
- Experience in all stages of software development life cycle mainly design specification, coding, testing, debugging & documentation
- Diverse experience in Merchant solutions, Partner payments, Human capital management, Payroll & Telecom domain
- FPC Certified: Fundamental of Payroll by American Payroll Association

KEY SKILLS

SDLC	Project Management	Time Management
Requirement Gathering & Analysis	Agile	Quick Learner
Mainframe Developer (COBOL)	Waterfall	Positive Attitude
UAT / Functional Testing	US Payroll	Conflict Management
Quality Assurance	MS Office Suite	
Database: SQL		

WORK EXPERIENCE -

#1: FIS Global, Pune, India – Lead Business System Analyst (March 2022 to Present)

- Work with clients, Project Owner, and stakeholder for requirement elicitation.
- Prepare User Stories/wireframes
- Work on acceptance criteria at all levels (epic, feature, story)
- Understand the functionality and work with Developers for SQL stored procedures.
- Design and Execute Test cases in UAT.
- Work on SQL for performing analysis of high-volume data.
- Analyze data to identify test cases/defects and aid in trouble shooting and problem solving.
- Validate the "fixes" to the resolve bugs in UAT and Production.
- Project Management / Scrum Master -Manager scrum boards, grooming stories, maintain a healthy backlog of stories ahead of sprints, discussions with tech lead on stories and estimations.
- Release Management - coordinate with interfacing tech teams on deployments, SNOW ticket creation/approvals, coordinate with prod dev/ops/business users on post deployment PVT testing

#2: ADP, Pune, India – Sr. Member Technical

(April 2015 to March 2022)

- Work with clients, Project Managers, and stakeholder for requirement elicitation.
- Analyze requirements for their validity and any associated risks.
- Documenting requirements in Functional Specifications and process workflows.
- Work with Deployment teams in the areas of implementation standards ensuring effective and professional implementation of HCM/payroll/Benefits.
- Design and Execute Test cases in UAT.
- Validate the "fixes" to the resolve bugs in UAT and Production.
- Project Management and Project Planning.
- Work on Outbound and Inbound reporting tools for Autopay Mainframe.
- Tools- Peoplesoft, ADP Enterprise HR products, Payroll, Benefit, and reporting.
- Training on Fundamental of payroll to new team members.

#3: Tata Communication Ltd, Pune, India- Associate Engineer (Jan 2014 to April 2015)

Key Projects Handled: ACE, MONOLITH, ALU (Alcatel Lucent)

- Responsibility of writing System Test Plan, Test Case writing, Business Scenarios, and execution of test cases for the whole module. Defect raising and tracking.
- Triage the issue which comes in system migration projects.
- Network management System tools and Inventory Management system tools, like Cramer, Viz Net CBOSS, BPM.

EDUCATIONAL SUMMARY

- B.E(COMPUTER) from Bharati Vidyapeeth's College of Engineering for Women, Pune, Pune University in 2013 with First Class
- Higher Secondary from Dr. Shamrao Kalmadi junior college Pune, Maharashtra board in 2009 with first Class
- Senior Secondary from Abhinav Vidyalaya High School (M.M.), Pune in 2007 with Distinction

ACHIEVEMENTS & EXTRA-CIRCULAR ACTIVITY

- Provided process training to the global while ramp down the project. ● Acquired skill set of Mainframe technology - Cobol, JCL, CICS.
- Represented a team in Project Showcase at ADP Company Day event. ● Voluntary work in "CSR" activities – with ADP TARANG committee.