ARCHANA NEMA

Business Analyst | Microsoft Certified Data Analyst | RPA | Agile | SQL | JIRA | Microsoft Fabric | Optimization | AI |Trainer/Mentor | Researcher | Automotive Safety

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SUMMARY

- **Highly skilled Business Analyst with over 11 years of experience, including 6+ years in IT, currently excelling as a Sr. Business Analyst at ADP Pvt Ltd.**
- **Design and Implementation of Automation Solutions**: Expertise in designing and implementing automation solutions for Human Capital Management (HCM), Finance, and Health Care products using UiPath and Blue Prism tools.
- **Strong Collaboration Skills**: Proven ability to collaborate effectively with a wide range of project stakeholders, including technical and non-technical team members, Product Owners, SMEs, and business users, to gather and analyze requirements.
- **Expert in Requirements Gathering**: Skilled in utilizing various elicitation techniques such as interviews, workshops, and Joint Application Development (JAD) sessions to document Business Requirements Documents (BRDs), Functional Requirements Documents (FRDs), System Design Documents (SDDs), Process Design Documents (PDDs), User Stories, and other deliverables.
- **Proficient in Business Process Analysis**: Experienced in conducting gap analysis to understand current (As-Is) and desired (To-Be) states for process improvement. Capable of managing change requests, gaining approvals, and ensuring timely project delivery while meeting Service Level Agreements (SLAs).
- **Agile Methodology Expertise**: Proficient in breaking down requirements into user stories and epics within an Agile Scrum environment.
- **Solution-Oriented**: Designed and implemented a reporting system that significantly boosted business objectives, achieving a success rate of over 90% for automation projects. Skilled in leveraging Power BI and Python to visualize and enhance the success of automation initiatives.
- **API Documentation**: Proficient in creating comprehensive and user-friendly API documentation using tools such as Swagger and Postman, ensuring clear communication for developers.
- **Web-Based Software Development and Systems Integration**: Experienced in web-based software development, database management, and systems integration within distributed architecture environments.
- **Figma Expertise**: Skilled in designing wireframes, mockups, and interactive prototypes using Figma, enhancing user experience through collaborative and iterative design processes.
- **UiPath Task Capture**: Experienced in capturing detailed process steps and documenting user actions using UiPath Task Capture, facilitating clear and accurate process documentation.
- **Process Mining**: Proficient in analyzing and visualizing business processes using UiPath Process Mining to identify bottlenecks and optimize workflows.
- **Technical Writing**: Strong technical writing skills, capable of explaining complex concepts clearly and consistently, supported by practical examples and tutorials.

WORK EXPERIENCE : 11 YEARS

Sr.Business Analyst | ADP PVT LTD

📅 11/2022 - Present   📍 Pune

- **Strategic Planning:** Translate business goals into actionable plans for RPA initiatives, prioritizing automation features and managing iterative releases to deliver efficient, high-impact Minimum Viable Products (MVPs).
- **Holistic Process Analysis:** Conduct in-depth analysis to identify business pain points, visualize workflows, and design comprehensive automation solutions that address user needs.
- **User-Centric Design:** Collaborate with stakeholders and users to understand challenges, transform them into actionable user stories using the INVEST model, and guide user story lifecycles for successful implementation.
- **Subject Matter Expertise:** Possess deep knowledge of relevant business processes and technologies to ensure automation solutions align seamlessly with user needs and existing systems.
- Crafted and documented comprehensive data metrics and business rules, significantly enhancing report accuracy and reliability.
- Coordinated user acceptance testing, resulting in a 10% decrease in post-deployment issues.
- Provided expert training and support to the operations team, boosting their productivity by 20% in managing production issues.

SKILLS

Business Analyst | Microsoft Certified Power BI | SQL | Agile | Scrum | JIRA|API

Data Analytics | Analytical Skills | Problem Solving | RPA | Canva | MS-Visio |

UiPath | Blue Prism | Research and Development | UiPath Task Capture |Wireframe|

UAT| BPM| Design Thinking| Process Mapping

Stakeholder Management |Leadership | Decision making | Analytical Thinking

Problem Solving |Conflict management |Critical thinking| Proactiveness|

EDUCATION

International Certification in Product Management
Institute of Product Leadership
📅 07/2024 - Present   📍 Bangalore

Ph.D. in Automotive Crash Safety Using Machine Learning & Neural Networks
Visvesvaraya Technological University
📅 07/2016 - 02/2021   📍 Belagavi ,Karnataka ,India

Master of Engineering |Design Engg.
University of Pune
📅 07/2010 - 08/2015   📍 Pune ,MH,India

Bachelor of Engineering | Production
Sant Gadge Baba Amravati University (SGBAU)
📅 07/2002 - 07/2006   📍 Akola, MH,I ndia

CERTIFICATION

Post Graduate Certification in Business Analysis & Product Management, MNIT Jaipur, June 2024
MNIT Jaipur, Intellipaat

Microsoft Certified Power BI Data Analyst Associate: PL300
Microsoft

ACHIEVEMENTS

- 🚩 **Recognized as the Team's Best Strategic Planner for the Quarter.**
- 💎 **Appreciated for being a valuable team member**
- 💎 **Recognized for providing excellent collaboration between client and Business stakeholders**
- 💎 **Recognized for providing excellent automation for one of the process.**
- 💎 **Award for significant contributions to achieving business success.**

WORK EXPERIENCE : 11 YEARS

Business Analyst │ Pro Azure Software Solutions Pvt. Ltd

📅 02/2019 - 10/2022   📍 Pune

- **Requirements Gathering and Analysis**: Identify, gather, and document business requirements from stakeholders to ensure a clear understanding of project needs and objectives,Sprint Planning,Writing user stories.
  Process Improvement: Analyze existing business processes, identify areas for improvement, and recommend solutions to enhance efficiency, reduce costs, and optimize performance.
  Stakeholder Communication: Act as a liaison between stakeholders, including business users, IT teams, and management, to ensure alignment and effective communication throughout the project lifecycle.
  Data Analysis and Reporting: Collect, analyze, and interpret data to provide insights and support decision-making processes. Create reports, dashboards, and visualizations to present findings to stakeholders.
  Solution Implementation Support: Assist in the development, testing, and implementation of new systems or enhancements to existing systems. Ensure that solutions meet business requirements and provide training and support to end-users.

Trainer and Mentor │ D.P College of Engineering

📅 08/2010 - 04/2016   📍 Pune

- Being a Trainer and Mentor, I had the privilege of training and guiding over more than 2,000 students in projects related to Software Simulation, Product Design, Design Thinking and Project Management.
- My primary goal has always been to empower aspiring innovators by sharing my knowledge and insights.
- When it comes to project leadership I have guided students through the development process. This not only helped them acquire skills but also nurtures their critical thinking abilities. A significant aspect of my work revolves around fostering talent.
- **Delivered training programs on** resume writing, interview skills, industry-specific workshops and trained n number of students.
- **Improved student employability.**
- **Collaborated with industry experts** and conducted different industrial visits and conducted Guest lectures and training sessions for students which led to increased student internship opportunities.
- **Mentored students by conducting** career counselling and job search guidance

PROJETCS HANDLED

Increased Efficiency by 36,000+ Hours: Leading RPA Automation for HCM, Banking, & Healthcare Products

- Manual processes across various Human Capital Management (HCM) and Healthcare products (e.g., Salesforce, Workday, SaaS platforms) were time-consuming and error-prone, hindering productivity and employee satisfaction.
  Leaderships Initiative: Spearheaded the automation initiative, identifying 10+ critical processes across diverse platforms (web, mainframe, API, Windows applications).
  RPA Project Management: Leading the entire automation lifecycle from analysis to implementation.
  Process Analysis: Mapping complex workflows across diverse platforms.
  RPA Solution Design: Designed and builder robust RPA bots.
  Collaboration: Working with stakeholders and developers to ensure successful implementation.
  Data Management: Integrating RPA with existing systems to maintain data integrity.

Data-Driven Decision Making: Optimizing Project Performance with Analytics

Business Analytics

- **Leveraging Data Insights:** Analyzed over 25 projects annually/quarterly using SQL and Power BI to extract valuable data insights and generate comprehensive reports.
- **Focus on Key Metrics:** Focused on critical metrics like Return on Investment (ROI) and Average Handling Time (AHT) to evaluate project health and success.
- **Actionable Outcomes:** The primary objective was to translate data into actionable insights that facilitated informed decision-making. This enabled:
- **Improved Project Performance:** Identified areas for improvement and implemented corrective actions, leading to better project outcomes.
- **Strategic Resource Allocation:** Provided data-driven recommendations to optimize resource allocation and maximize project ROI.
- **Enhanced Process Visibility:** Delivered clear and concise reports that increased transparency and stakeholder awareness of project performance.

VOLUNTEERING

GB Member at SAEINDIA Western Section │ SAEINDIA WS

Volunteering at Society of Women Engineers │ SWE Pune Affiliate

ACHIEVEMENTS

🎧 **Speaker**
Invited, as Guest Speaker at different Institutes and NGO's to talk on Emerging Technologies like RPA , Data Analytics using Power BI, SQL, Interview Skills, How to create LinkedIn Profile and Job Profiles

🏆 **Award for innovation**
Received the 'Podium Prodigy award for developing the automation that saved 10000hrs

PROJECTS

Improved Crashworthiness for Cars: A Novel Rechargeable Energy Absorption System

📅 05/2017 - 02/2022   📍 Belagavi

- Artificial Neural Network (ANN) is used to predict energy absorption based on the analytical data.
- The ANN's output was fed into a Genetic Algorithm to find the optimal spring deformation value for maximum energy absorption. -The project demonstrated the potential of our novel energy absorption system to significantly enhance car safety.
- By combining Innovative Design with Machine Learning Optimization, we're paving the way for a future where car crashes cause minimal harm to passengers

PASSIONS

💎 **Lifelong Learner: Possess a relentless drive to stay ahead of the technological curve by actively seeking out new learning opportunities (e.g., online courses, workshops, conferences).**

💎 **Knowledge disseminator: Values knowledge exchange and enjoys sharing newly acquired skills and insights with colleagues or online communities.**

💎 **Mentoring with the student and teachers community to create a cohesive learning environment that supports student success by providing guidance, support, and encouragement as they navigate challenges and explore opportunities.**

PERSONAL DEATILS

Date of Birth : 23rd July
Address: Kumar Purva Society, Hadapsar, Pune-411028