

Jini Jose

Business Analyst

Business Analyst with **5 years of experience** and with over all **10 years in Software** field focused on the new solutions, web Applications, Talent, HR, Financial services in RPA industry.
Aspiring for a position where I can influence and enhance my thought process, knowledge and skill for the growth of the organisation and myself.



Gmail: jinijose91@gmail.com

Phone: +971563560315

LinkedIn: <https://www.linkedin.com/in/jini-jose-2902ab8a/>

Location: Bur Dubai

WORK EXPERIENCE

Senior Business Analyst

Nissan Digital

03/2020 – Present

Trivandrum, India

Project Consultant (RPA)

Ernst & Young

02/2017 – 03/2020

Thiruvananthapuram, India

GDS-Robotic Process Automation Team

QA ENGINEER

Art Technology & Software pvt.ltd

03/2014 – 02/2017

Cochin, India

Roles/Responsibilities

- Acquire knowledge on the functionalities of the existing process
- Perform gap analysis to identify the scope of improvement on Business processes and design appropriate solution.
- Re-engineering of the existing solution to remove the issues and offer a better solution
- Calculating the costing and returns for the project
- Preparation of Business case containing the high-level requirements
- Creating a detailed requirement document containing the business requirements and solution by working close with the technical team
- Mentor the development team on the process and requirements
- Continuous tracking on the process and leading client interactions
- Testing the process to check if all requirements have been met
- Creating project decks and presenting the case for other service lines and sectors
- Create use cases and manage backlogs

ORGANIZATIONS

- Nissan Digital (03/2020-Present)
- Ernst & Young (02/2017 – 03/2020)
- Art Technology pvt.ltd (03/2014 – 02/2017)

SKILLS

- Data Gathering, Analysis
- Point of contact for stakeholders
- Point of contact for Software Developer and internal team
- Documentation and writing skills
- Client Interaction skills
- Arrange Meetings with business
- Project Planning
- Business Pre-proposal/Proposal Preparation
- BRD (PDD & SDD) preparations
- Feasibility Study and ROI calculations
- Knowledge in Agile Methodology
- Writing uses cases (Sprint planner) and maintaining Backlogs
- Microsoft Tools & Visio
- Project Testing
- Test cases preparation and execution
- Defect Tracking & Bug Reporting
- Coordinated the UAT and client Demos

ENGAGEMENTS



Business Analyst

Nissan Digital

03/2020 – Present

Requirement gathering, Project planning and execution of RPA, AI, Chatbots projects.



Project consultant

Ernst & Young

Global delivery Services

02/2017 – 03/2020

2017 – 2020 RPA, Artificial Intelligence and Chatbots

Requirement gathering, Estimation, Project planning and execution, UAT.

Always maintaining a bond with the customers.



QA ENGINEER/Consultant

Art Technology & Software pvt.ltd

03/2014 – 02/2017

2014 – 2016 Website and Windows Applications

Art Technology

Extensive testing and UK Post office windows application and Consultant for RPA BP Projects.

EDUCATIONAL QUALIFICATION

- ✚ 2013 - Bachelor of Technology in Computer Science Engg., MG University
- ✚ 2009 - 12th, KPMHSS, Poothotta, Ernakulam, Kerala
- ✚ 2007 –SSLC, 10th, Hail Mary EMHS School, Perumpally, Ernakulam, Kerala

TECHNOLOGIES INVOLVED

- ✚ Blue prism
- ✚ UI Path
- ✚ Outsystems



BUSINESS ANALYST

COE Portal and Uipath



Key Responsibilities

- ✚ Acquire knowledge on the functionalities
- ✚ Perform gap analysis to identify the scope of improvement on Business processes and design appropriate solution
- ✚ Implement a new system to track the project development cycle
- ✚ Mentor the development team on the process and requirements
- ✚ Preparing the documents including Planner, backlogs, User manual, Status tracker, Test cases, results etc.
- ✚ Continuous tracking on the process and leading client interactions
- ✚ Testing the process to check if all requirements have been met
- ✚ Maintain Uipath Orchestrator and Licensing/Reporting



PROCESS CONSULTANT RPA and Chat Bots

CBTS- Cross Border Travel Services



Key Responsibilities

- ✚ Acquire knowledge on the functionalities of the existing process
- ✚ Perform gap analysis to identify the scope of improvement on Business processes and design appropriate solution
- ✚ Re-engineering of the existing solution to remove the issues and offer a better solution
- ✚ Calculating the costing and returns for the project
- ✚ Preparation of Business case containing the high-level requirements
- ✚ Preparing Test Plan and Test cases
- ✚ Creating a detailed requirement document containing the business requirements and solution by working close with the technical team
- ✚ Mentor the development team on the process and requirements
- ✚ Continuous tracking on the process and leading client interactions
- ✚ Testing the process to check if all requirements have been met
- ✚ Creating project decks and presenting the case for other

Finance_ Expense Submission



- ✚ Preparation and execution of test scripts
- ✚ Creating test plan and application knowledge document
- ✚ Testing of the various functionalities of expense claim submission using gT&E tool.
- ✚ Preparation of test summary documents and Traceability matrix.

art QA ENGINEER

Website and Windows Applications



- ✚ Preparation and execution of test scripts
- ✚ Creating test plan and application knowledge document
- ✚ Testing of the various Desktop and web applications
- ✚ Preparation of test summary documents and Traceability matrix.

ADDITIONAL INFORMATION

- ✚ Date of Birth: **01 July 1991**
- ✚ Marital Status: **Married**
- ✚ Nationality: **Indian**