**Sweta Kumari**

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# Summary:

Insightful and detail-oriented Business cum Project Manager Practitioner with over 5.8years of experience applying strong collaboration and delegation skills carrying out large complex IT projects within Agile methodologies. Highly sought ability and passion applying data analytics and statistical solutions throughout project lifecycle addressing risks and impacts in a timely fashion. Known for problem solving, applying strategy, oral and written communications, and risk reduction to drive successful project completion and performance. Recognized for business development with data driven approaches.

**Technical Skills:**

* **Issue Tracking Tool:** JIRA, Confluence
* **Methodologies:** Agile
* **Programming Languages:** Python
* **Database Language:** SQL
* **Data Reporting Tool:** Tableau, Quick sight
* **Others**: Google Suite, DMSR, VaaS , ModelOne, Exchange ,People Hub ,BRD ,Excel, Microsoft 365 (Word, Excel, PowerPoint) ,SharePoint , Teams ,Microsoft Project
* **Business skills:** Problem-Solving Skills, Project Management, Business Process Improvement, Business Requirement, Business Analysis and Reporting , Project Plans, Project Documentations, Project Implementations, Gap Analysis ,Analytical Skills, Sprint ,Sprint Planning ,Agile, Scrum, Resource Allocation ,Project Planning ,Subject Matter Expert, Critical Thinking, Requirement gathering, , Stakeholder management, Communication skills, Strategic Thinking,Continuous Improvement and Optimization ,Risk Assessment and Mitigation ,Stakeholder Engagement ,Cross-Functional Communications ,Data Analysis & Visualization, Coordinate Meetings, Presentation, Agile, and Waterfall Methodologies ,Manual Testing

# Work Experience:

**Genpact India Private Limited**

# 1) Business Analyst cum Project Manager, July 2022 – till date (Ongoing project)

* Leading and managing the team of Data Risk and mitigation at enterprise level.
* Executed data management tasks in the Finance Line of Business.
* Engaged with producer and consuming data experts creating documentation and risk management controls for High priority data (HPU).
* Run the scrum, plan the day, Maintain the report for stakeholders
* Led agile ceremonies to support of the team delivery goals.
* Led and completed project to gain full compliance for over 100+ models and reports and reports from 2LoD and Audit.
* Served as project manager for multiple projects to execute OKRs for team goals and performance metrics.
* Provided advice to data consumers gaining adequate compliance ratings by Audit for 85 high priority usages.
* Led monthly DDRO meeting for all 4LoB (US Card, Auto, Commercial, Retail) which is monthly meeting between producer and consumer of the data and helped them with better finding the solution.
* Led the Gap Analysis for all the HPU missing DPA.
* Monitored and regulated all the Quick sight dashboard owned by Finance DDROf
* team formerly known as DREAM
* Performed the Quarterly data control execution of assigned High Priority usage (HPU)
* Created and registered the Lineage document with DMSR.
* Provide monthly, quarterly financial and performance reports.
* Involved in developing and maintaining on the 1.5LoD validation process.
* Monitor control emails and organize documents for ongoing audits.
* Currently working for the end customer in banking domain.
* Manage data management requirements for Finance data to adhere to risk tolerance and policy.
* Collaborate with Stakeholders to gather, document and analyze business requirements and processes.
* Worked in a complex environment and build a relationship with clients and colleagues.
* Strong documentation abilities to create clear and comprehensive technical specifications and project documentations.
* Facilitate meetings, workshops, and other sessions with stakeholders to elicit business requirement and provide updates on the project progress.
* Partner with multiple data stewards to develop and refine data management practices.
* Responsible for maintaining compliance to high priority usages for Finance organization.
* Manage the risk management projects and facilitate sprint releases.
* Drive the support process and maintain the visibility and tracking for all support tickets
* Collaborate and develop effective partnerships to drive strategy.
* Manage and developed business requirements and helped with effective solutions

**Skills**: Business Process Improvement,BRD, Project Management ,Data Quality, Data Governance, Data Visualization, Analytical Skills , Enterprise Risk Management ,Data Privacy, Executive Reports, Presentations ,Resource Planning ,Business Documents , Business Gathering , Manual Testing ,Gap Analysis, Communication , Requirement gathering, Agile ,Scrum , Sprint, Business Analysis Stakeholder management

**Tools** : Jupyter Notebook, SQL , Quicksight, JIRA ,Confluence ,DMSR, Google Suite ,Exchange ,People Hub ,Model One ,Excel ,Radaash ,SQL work bench ,Modelling

# 2)Project Manager, Genpact July 2023 – Nov 2023

* + - Successfully delivered the automation project.
    - End to end project management lifecycle**.**
    - Inspired team members by fostering positive environment
    - Conducted technical and customer meetings to increase communication and strengthen internal and external relationships.
    - **Tool**- Jupyter Notebook, JIRA, Openpyxl, Excel**,** Google Suite

# TrueBlue India LLP, Gurgaon Team Lead July 2021- July 2022

* + Leading retail, healthcare, and manufacturing domain project.
  + Connecting with stakeholders on daily basis to gather requirements and documenting it and providing best solution for it.
  + Fetching the candidate’s detail from internal database using SQL query.
  + Creating the stories out of data given using virtualization tool Tableau.
  + Tracked all the issue using tracking tool JIRA.
  + Have helped client to achieve their goal and vision with my problem-solving techniques.

# Net2source.Inc Noida UP Analyst Oct 2018 – Jun 2021

* + During this phase I worked for clients like Wipro, Infosys, Cognizant, Capgemini, Persistence System, Accenture, HCL, Birla Soft and few direct clients in different domains like Banking, Finance, Insurance, Healthcare, and Manufacturing etc.
  + Resolve any customer service issues quickly and efficiently to maintain the highest level of client satisfaction and our strategic partnership.
  + Planning, designing and development of Job Diva dashboards in order to better analyze business growth or resource performance over a time period.
  + In a management consulting role where I help management people with the right analyses, they require to understand the area of improvement of their teams.
  + Understanding the requirements from management and coming up with ideas for business solutions around database and processes.
  + Responsible for generating reports and its automation.
  + Prepared score card for the recruiters & managers
  + Successfully implemented many processes within the company in accordance with the business needs and prepared process flow diagram, process documents etc.

# Education:

* Post-Graduation in Data Science and Business Analytics, Great Lakes Institute of Management 2022
* B.Tech ,Applied Electronics and Instrumentation, Silicon Institute of Technology, Odisha, 2018