VARSHA GHOLVE

Dwarka Queens Park, Pimple Saudagar, Pune - 411017.

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OBJECTIVE

Team oriented approach having experience as a Business Analyst, highly motivated to join an organization where I anticipate my growth and the chance to prove my abilities.

PROFILE

- **BUSINESS ANALYST** having experience of 5+ years.
- Well versed in **TABLEAU** with execution of **DataMart** project by preparing Sales Dashboard.
- Experienced in leading a project, requirement Gathering and Documentation. Knowledge of SDLC, Waterfall and Agile-Scrum Methodologies. Knowledge of preparing Project Scope Document, Proof of Concept, Minutes of Meeting, Knowledge of GAP Analysis, Change Management Process, RACI Matrix.
- Experience in giving Product Training, Having Excellent Business Communication and Presentation Skills, Analytical Skills, Problem- Solving skills, multi-tasking abilities with utilizing people in making Critical decision. Well versed with Project Life-Cycle.
- Excellent Technical writing skills to create Business Requirement Document (BRD), Functional Requirement Document (FRD), Technical Document, Non-functional Requirement Document, User Stories, User Manual, Test Case Document, Product Backlog, Sprint Backlog.
- Comprehensive knowledge on Scrum methodologies. Well Versed in Preparing UML Diagrams.

TECHNICAL SKILLS

- **Modelling Tools:** Class Diagram, E-R Diagram, Flowchart, Activity Diagram, Data Flow Diagram, Sequence Diagram, and Use Case Diagram.
- **Documentation Tools:** MS Word, MS Excel, and MS PowerPoint, AWW board.
- **Methodologies SDLC:** Waterfall, Agile- Scrum.
- **Project Management Tool:** JIRA, Rally, trac.
- **Prototyping Tool:** Moqups, Gliffy, Enterprise architect, Snagit.
- **Visualization Tool:** Tableau
- **Diagrammatic Tool:** MS Visio, Axure RP 10
- **Database:** MS SQL

CERTIFICATION

- **Advance Certified Business Analyst - December**

  2022 (Business Analyst Training Institute)

INTERNSHIP

- **3 Months Internship as Business Analyst – February 2023 Training Institute, Mumbai.**

EDUCATIONAL BACKGROUND

- **Master of Science, (Inorganic Chemistry) - (2010)**
  (Pune University)

- **Bachelor of Science, (Chemistry) - (2008)**
  (Pune University)

EXPERIENCE

PROJECT NAME	KoboToolBox
ORGANIZATION	Women and Child Development Department
ROLE	Business Analyst
DESIGNATION	Protection Officer (JR.)
DURATION	April 2020 to present
PROJECT DESCRIPTION	KoboToolBox is a platform primarily used for field data collection. The tool allows to easily develop digital data collection forms that work both mobile devices and web browsers. The completed forms can then be shared online or downloaded onto mobile devices, ready to use for data collection. The KoboCollect Android app allows for offline data collection, storing recorded data in the device until an internet connection is available and the data can be sent to the server. This ensures that even in network-constrained environments, data, from text to video to GPS coordinates, can be collected without internet connection. KoboToolbox allows you to manage your data by aggregating the data collected from different devices, accessible through the KoboToolbox interface. This data can then be downloaded into multiple formats for use in applications such as Excel, SPSS or GIS software. In addition to being able to access your data by simply downloading it, KoboToolbox offers a robust API (application programming interface) and REST services. This allows other applications to access the data in real-time, enabling you to further process and analyse your data according to your needs.
ROLES & RESPONSIBILITIES	As a client-side Business Analyst to provide required set of rules, and guidelines to the KoboToolBox development team which is formed in house for implementing the application. The requirement gathering phase involved analysing the various sectors that we are covering like legal aid service, women welfare, women development child development, etc. The role covers – • Preparing the required forms with their set of validations • Preparing the library of questions and FAQs • Gather the data and prepare the format for the dashboards for further Government official to have quick consolidated view • Define project management workflows for the authentication, authorization, data flow, data validations, and input for the dashboards and charts • Work with other Government vendors by preparing and sharing the API documentation, resolve their queries for implementing the APIs
TOOLS & TECHNOLOGIES	ASP .NET, MS SQL server, Android Studio, DevExpress

PROJECT NAME	Poshan Tracker
ORGANIZATION	Women and Child Development Department
ROLE	Business Analyst
DESIGNATION	Protection Officer (JR.)
DURATION	Sept-2018 to Apr-2020
PROJECT DESCRIPTION	The 'Poshan Tracker' is a mobile based application rolled out by the Ministry of Women and Child Development, Government of India. Poshan Tracker is an important governance tool for real time recording and monitoring, tacking services, growth and home visits. Technology under Poshan Tracker is being leveraged for dynamic identification of stunting, wasting, under-weight prevalence among children and last mile tracking of nutrition service delivery. The Poshan Tracker is a job-aid to the Anganwadi worker for efficient delivery of services along with reflection of their efforts. It is a critical and beneficiary-centric service delivery Application under POSHAN Abhiyaan which will promote real time data with analytics.
ROLES & RESPONSIBILITIES	As a client-side Business Analyst I was involved in RFP preparation and selection process which includes defining FRS, BRS, and Defining rules and regulations. Out of the entire Poshan tracker App, I was involved in fallowing 2 feature development – • Poshan calculator. • Beneficiary Redressal Workflow. For this application, I have participated in house workshops and state wide conferences to gather and document the requirement. I Have also contributed to presentation preparations, BRD, FRS and Use cases documentation and also offered discussion between various stakeholders to have a common understanding of requirements.
TOOLS & TECHNOLOGIES	ASP.NET, MS SQL server, Android Studio, DevExpress

PROJECT NAME	ICDS-CAS
ORGANIZATION	Women and Child Development Department
ROLE	Business Analyst
DESIGNATION	Protection Officer (JR.)
DURATION	Dec-2017 to Sept-2018
PROJECT DESCRIPTION	ICDS-CAS (Common Application Software) has been specially designed to strengthen the Service Delivery System as well as the mechanism for Real Time Monitoring (RTM) for nutritional outcomes. The tool looks at improving the nutrition outcomes through effective monitoring, timely intervention and also act as a fact-based decision-making tool.
ROLES & RESPONSIBILITIES	As a client-side Business Analyst I was initially involved in interacting with the supervisors to understand their interactions with Anjan Wadi Workers (AWW), the data collection mechanism from them, syncing the data to the servers, helpdesk involvement and troubleshooting, and generation of reports. I was also involved in supporting the helpdesk with rules and regulations and training them on different legal terms and government regulations. I have prepared the documentations and FAQs based on the interaction with all the stakeholders.

ORGANIZATION	State Government of Maharashtra, Pune
DESIGNATION	Protection Officer (JR.)
DURATION	Feb-2015 to Dec-2017

ROLES & RESPONSIBILITIES	- Working on Domestic Violence Act 2005 - Filed 1000+ cases, 50+ orders have been implemented by me - Following the court procedure doing arguments and getting the interim orders. - Handling cases like rape victims, acid attacks, child abuse, domestic violence, adoption survey, harassment of women at working place, etc. - Making Draft on national policy for women. - Training stakeholders like police, N.G.O., advocates etc. Organize and manage ward meetings with stakeholders. - Worked in Lok Sabha election as a booth level officer and Vidhana Sabha election as a polling officer.

ORGANIZATION	Indapur Dairy and Milk Products ltd, Indapur, Pune
DESIGNATION	Quality Analyst
DURATION	Feb-2010 to Aug-2010
ROLES & RESPONSIBILITIES	In Sonai Dairy Product Private Limited as a quality analyst, tested Milk and by-products like Milk Powder, Curd Flavoured Milk, Shrikand Paneer, etc.

PERSONAL DETAILS

- **Date of Birth**: 17-09-1986
- **Address:** - Dwarka Queens Park, Pimple Saudagar, Pune – 411017
- **Passport number:-** U2119274