Career Objective –

Motivated, dedicated and detail-oriented individual with 4.8 yrs of experience in Production domain with a strong interest in business operations and problem solving.

Aspiring to secure Business analyst role where I can contribute to organizational growth while gaining hands-on experience.

**Profile Summary:**

* In-depth knowledge of SDLC in various phases (i.e waterfall & agile)
* Proficient in **Waterfall Model**: Gathered requirements using **Elicitation Techniques** and prepared **BRD, FRD, SRS** prepared **RACI Matrix**, BCD, created **UML Diagrams** and **Prototypes** and requirements tracking through **RTM** well versed with **UAT** handling **Change Request**.
* Expert in **Agile Scrum**: Creation of **user stories** and Added **Acceptance Criteria,** **BV & CP,** **Sprint** & **Product Backlogs** conducted various **Sprint Meetings**; **Sprint** & **Product Burndown charts** ensured **DOR** and **DOD** checklist.
* Responsible for **Quality management system**, **process improvement projects monitoring** and project meetings.
* **Creating and Maintaining documents** on **IATF (ISO/TS 16949)** , customer Audits, **Process improvement projects**.

**Project:**

COEPD is training institute who provides knowledge and projects on Business analysis

1. **Project Name - ERP for SCM** Methodology - Agile

Role - Business analyst Tools worked - JIRA, SCRUM, on SQL, Power BI, Tableau

**Project Description**:

Business solution allow efficient supply chain management including Automated procurement process, inventory management and supplier management providing real Time Data driven decision making.

**Responsibility**:

* Identify and manage different stakeholders involved in project for Creating Product Backlog and in implementation.
* Responsible for addressing requirement analysis and design requirements and evaluating the solution.
* Assisted the PO in creating the product backlog and moving to Sprint Backlog based on prioritization
* Arranged and attended Sprint planning meeting, Sprint Review meeting, retrospective meeting and product grooming meeting.
* Actively participated by collaborating with Enkei SCM team in performing GAP analysis, SWOT analysis, Decision analysis in the End-to-End implementation of ERP SCM application.

**Monika Malpe**

Email Id: [monika.malpe@gmail.com](mailto:monika.malpe@gmail.com)

Contact No. : 8928508507

**Core Competencies:**

* Business analysis planning and Monitoring
* Elicitation and collaboration
* Requirement Life Cycle Management
* Requirement analysis and design Definition
* Strategy analysis
* Solution Evaluation
* Stakeholder Management
* Project Management

**Technical Skills:**

* Documentation Tools: MS Suite
* Prototyping and Wire frames tools: Azure & Balsamiq
* Modelling tool: MS Visio
* Database: SQL
* Project Management tool: JIRA
* Reporting tools: Power BI & Tableau.

**Education:**

* PGD in Chemical Technology (2017) from AIPS, Noida
* B. Tech in Chemical Technology (2013) from LIT, Nagpur

**Certification:**

Certified IT-Business Analyst IIBA – EEP

**Soft Skills :**

* Communication
* Leadership
* Team work
* Time Management
* Problem solving
* Adaptability

**Language:** English, Hindi, Marathi

2. Project Name Quality Control Methodology - Waterfall

Role Business analyst Tools worked - SQL, Power BI on Tableau

**Project Description**:

Business solution provide transition of quality control process manual to Automated system with centralized quality inspection data management which minimized production downtime and enhance product traceability providing real Time Data driven decision making.

**Responsibility:**

* Software Life Cycle Development (SDLC) with successful hands-on Waterfall methodology
* Responsible for BRD and FRD with Respect to the New Functionality
* Identification of stakeholders and elicit the requirements from stakeholders using Elicitation techniques and business requirements initiation
* Responsible for understanding the business process flow, modelling requirements using UCDs and prototyping in addressing solution requirements.
* Co-ordination between Project team and business team across all phases.
* Facilitated team for End-to-End implementation of Quality Control Application

**Experience:**

**Production Quality Engineer -** Enkei Wheels India Ltd, Pune (July 2014 – Apr 2019)

**Job Responsibilities:**

* As Production Quality Engineer responsible for Process standard monitoring & Projects for increasing Productivity like One piece Flow, Powder coating Improvements
* Responsible for Dept. QMS (Quality Management System).
* CFT member for making of PFD,PFMEA,CP.
* IATF 16949:2016 (ISO/TS 16949:2009), OHSAS 18001 & EHS 14001 documentation.
* Product quality inspection like cross cut adhesion, hardness, DFT,SST ,humidity & weather resistance, etc.
* Responsible for customer (Process) audit and work on No customer return
* Carry out **Process Audit** as per control plan.
* Monitor **Japanese Management** like production Monthly Plan, Daily Income Statement and presentation on monthly production Target results.

I hereby declare that the above said information is true to the best of my knowledge.

**Date** Monika Malpe

**Location**