**Sarita Rayamajhi**

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**Phone No.:**(419) 7214611

**Location:** TX

**Business Analyst**

**Summary**

* Around 5+ years of working experience as a Business Analyst with solid understanding of Business Requirements Gathering, Evaluating Data Sources.
* Worked with many software tools **MS Project, Jira, MS Excel, MS Word, MS PowerPoint**
* Proficiency over using of such visualization tools **PowerBI** and **MS Visio**
* **Excellent skills in using of MS Office Suite - Excel, Word, PowerPoint, Project**
* Experience in **JIRA & Confluence** administration involving creation and management of custom, complex projects, workflows, security schemes, custom fields, dashboards and reports configurations
* In-depth knowledge of creating Use Case, Activity, logical, component and deployment views with Rational tools to extract business process flows and workflows thereby helping development and quality assurance teams in understanding the requirements.
* Assisting in the production of Systems Requirements while preparing deliverables, status reports, business process design and workflow, business requirement documents, thorough business functional and non-functional specifications, use cases, and test cases Specifications
* Excellent understanding of Data services, Data ETL using SQL query tools and applications.
* Experience in conducting **GAP analysis, User Acceptance Testing (UAT), SWOT analysis** and **Cost benefit analysis.**
* Experience in Software Analysis & Design, Gathering Functional and Business Requirements, Specifications, **User Interface Specifications, Technical Design, Test Cases and Test Plans.**
* Skilled in Business Analysis Planning, Elicitation, Requirements Analysis, Documentation, Solution assessment and Validation

**Skills**

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| Languages | SQL, UML, XML |
| Visualization Tools | Power BI and MS Visio |
| Tools | MS Office Suite (Word, Project, Excel, Visio, Excel Pivot table, V-looks PowerPoint), JIRA, Adobe Acrobat Suite, Lotus Notes, MS Project |
| Testing Tools | Roadrunner, Test Director, Mercury Quality center |
| Databases | MS SQL Server 7.0 (execution of queries), MS Access, Oracle, MySQL |
| Modeling Tools | UML, JAD, RUP, Rational Rose, Rational Enterprise Suite |
| Management Tools | Rational Requisite Pro, Rational Clear Case, Rational ClearQuest |
| Methodologies | Agile, SDLC and waterfall |
| Operating System | Windows, Unix |

**Education**

*Tribhuvan University, Nepal*

***Bachelor in Business Administration***

**Experience**

**JPMC**, **TX**  **Jul 2021 – Nov 2022**

Business Analyst

* Provide technical assistance in identifying, evaluating, and developing systems and procedures that meet business requirements and are cost effective.
* Experienced in unclaimed property claims including data management and data analysis.
* Providing competitive analysis and articulate differentiating factors for fixed income products.  Maintain highly effective marketing materials and substantiate points with comprehensive analysis.
* Worked closely with Product owner and project manager to identify the scope of data issues coordinated with developer to provide solution for incorrect data.
* Analyzed and optimized the process, prepared Business Requirements Document, and the converted business requirements into Functional Requirements Specification and Technical Specification
* Migrated Database, cubes, reports, SQL agent jobs folder structure from the SQL servers.
* Utilized Power BI to create various analytical dashboards that helps business users to get quick insight of the data
* Worked on the ETL process used by the Data Stage System designers used for extracting data from heterogeneous source systems, transforming and loading the data into the data warehouse/ data marts.
* Analyze and document business processes and make recommendations or identify for improvement opportunities based on industry trends.
* Performed extensive business process analysis including Data Mapping, Data analysis and GAP analysis.
* Used Data Analysis Expressions DAX to create custom calculations in PowerPivot for Microsoft Excel workbooks and Analysis Services tabular model projects.
* Acquire and maintain working knowledge of databases, file systems and architecture that support the application

**BCBS, TX Jun 2019 – Jun 2021**

Business Analyst

* Utilized MS Excel, PowerPoint for making reports and modifying it.
* Proficiency in MS Office applications (Word, Excel, PowerPoint)
* Queried the database using SQL and created a data dictionary repository which increased data quality standards and helped achieve 100% data transparency within the organization
* Analyzed the existing reports of the reporting system in the database. Checked the consistency of the data after ETL process using SQL queries.
* Perform data manipulation, development and validation of data models using SQL
* Generated score cards with executive summary dashboards to display performance monitoring measures with Power BI.
* Designed and developed Power BI graphical and visualization solutions with business requirement documents and plans for creating interactive dashboards.
* Responsible for creating UML modeling plan, Use Cases, process flows, screen flows and business requirements documentation to model system development specifications, using MS Visio and Rational Requisite
* Designed and created weekly and monthly comprehensive spending reports, abstracts, and charts to present data and guide investment strategies, and performed ad-hoc analysis and reporting.
* Prepare the data rules spreadsheet using MS Excel that will be used to update allowed values, findings and profiling result
* Designed and developed enterprise-wide operational reports for senior management using Power BI

**KPMG, TX Aug 2017 – May 2019**

Business Analyst

* Worked on Data cleansing and Data staging of operational sources using ETL processes and developed data visualizations using graphs, charts, and tables to communicate findings to a lay audience
* Designed and implemented end-to-end systems for Data Analytics and Automation, integrating custom, visualization tools using R, Tableau and Power BI
* Created action filters, parameters and calculated sets for preparing dashboards and worksheets in Tableau.
* Developed and reviewed Tableau scorecards, dashboards using stack bars, bar graphs, scattered plots, geographical maps, and Gantt charts using show me functionality
* Developed dashboards and ad hoc reports using MS Power BI for senior management team for analysis
* Applied Machine learning Algorithms and Statistical Modeling to generate customized datasets by   extracting, transforming and summarizing from largely unstructured data using Python and SQL
* Generated, wrote and run SQL script to implement the Database changes including table update, addition or update of indexes, creation of views and store procedures
* Assisted Supply chain analysts with automating reporting functionality using Power BI tools Power BI reporting, Dashboards & Scorecards (KPI) and MySQL & Data warehouse data sources
* Effectively conducting the correlation analysis for selecting the most related attributes for simplification