**Sameer Joshi**

**Business Analyst / Project Coordinator**

**SUMMARY ­**

* Relative experience in Business Analyst, Process Analyst and Engineering.
* Project Management – Experience in full SDLC (software development life cycle) in Agile-Scrum, Kanban, and Waterfall

methodologies.

* Expertise in Various Lean Six sigma tools like Kanban, Pareto charts, 5S, Ishikawa, 5 Why and Brainstorming
* Experience in using Unified Modeling Language (UML) (BPMN) to create diagrams for Business Processes and Models including Use Case Diagrams (UCD), Activity Diagrams (AD), Sequence Diagrams (SD), Data Flow Diagrams (DFD) and Flow Charts
* Experience working in team environment as well as individually.

**EDUCATION**

**Master of Science (MS), Industrial and Systems Engineering**

SUNY at Binghamton, New York, USA

**Bachelor of Science (BS), Production Engineering**

University of Pune, India

**SKILLS**

* Statistical Analysis: Microsoft Excel, Minitab, R-Studio
* Simulation: Arena
* Design: Auto-CAD, CATIA, Solid Works
* General Computer Knowledge : MS Word, MS Office, MS VISIO
* Certified Lean Six Sigma Green Belt
* Project Management: JIRA
* SDLC Methodologies: Agile, Waterfall, Hybrid

**PROFESSIONAL EXPERIENCE**

**Business Analyst / Project Coordinator** **Kane Is Able, Scranton, PA July 2018 – March 2019**

KANE is a retail supply chains 3PL warehousing and a transportation service which is focused to meet the logistics needs of consumer goods manufacturers selling through retailers and grocery chains, as well as ecommerce channel. We were working on developing a user friendly mobile application which will let managers to keep track of the warehouse team, machines, inventory and help to predict future demand of the products.

* Gathered business requirements from Business owners by conducting elaboration sessions and referring existing business artifacts
* Worked with the Supply Chain departments to analyze demand and recommended solutions for procurement processes using Agile principles and Lean tools like Value Stream Mapping and Ishikawa
* Worked closely with management to identify areas of improvement and expansion for business product lines across different customer segments and markets and provided advice to customers regarding industry best practices and process methodology
* Led daily, weekly scrum calls and standup meetings between business units and cross functional engineering teams
* Created AS-IS process workflow and TO-BE process workflow in MS Visio and conducted GAP analysis for projects
* Performed requirement analysis by gathering both functional and non-functional requirements based on interactions with the Process owners and stakeholders. Also documented and represented them in Requirements traceability matrix (RTM)
* Prepared and Prioritized the user stories in the Product backlog using MoSCoW technique along with the scrum team for the New Product Development Department
* Analyzed historical data for warehousing of products in SQL and benchmarked latest warehousing management systems for inventory management and helped in reduction of excessive inventory and potential shortages
* Served as the liaison between Business and Engineering departments and conducted meetings with stakeholders, converted management requirements, user feedback, and data flows into product specifications and requirements
* Assisted Scrum team with value engineering methodology to develop and launch a new application.

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Environment: MS office (Word, Excel, Power Point, Outlook), MS Visio, Agile methodology, JIRA, Supply Chain, VSM

**Business analyst at Prime Technology group, Pennsylvania June 2017 – Dec 2017**

**Client name: Sutter Health**

Project description:

The project involved in designing and developing a compelling mobile user experience to handle various Prime Customer needs and is involved in developing several domain-specific implementations such as Mobile healthcare, Promotional Apps etc. As a BA I was involved in writing requirements for the Healthcare App and as part of this initiative tested several healthcare reports using various tools.

* Eliciting requirements using various techniques, performing impact analysis and sign off BRD.
* Maintained traceability matrix to map business requirements to functional areas
* Worked with JIRA to track defects and change management.
* Involved in various Scrum meetings with development team to review Functional specification & design the system
* Developed Process Flow Diagram/Activity Diagrams, Test Cases, Use Cases
* Used SharePoint to maintain departmental documentation and created a standard for storing project related documents in an easy to retrieve site.
* Collaborated with stakeholder groups across the organization to ensure business and technology alignment. Proposed solutions meeting defined specifications and needs
* Interfaced with Artifacts and Solutions delivery teams to provide input about project.
* Developed test plans, drove User Acceptance tests and validated test results with clients and development teams.

Environment: MS office (Word, Excel, Power Point), MS Visio, Modeling, JIRA, Healthcare, SharePoint

**Binghamton University Research Work, Binghamton, NY December 2017 – May 2018**

Project: Reducing cycle time for replenishment of the product. The product – Beer, from various companies, manufacturers, distributers is coming to a local retailer and the cycle time from start to end is being reduced in the project. The outcome will help the customers, retailer and all the related business owners and stakeholders.

* Collected and organized data from various vendors, distributors about their product and quantity of product.
* Gathered the requirements from business owners by collaborating and by referring existing business artifacts.
* Created Use Case Diagrams and Activity Diagrams using MS Visio.
* Analyzed the current process by Value Stream Mapping (VSM).
* Worked with the Supply Chain departments to analyze demand and recommended solutions for procurement processes using Agile principles and Lean tools like Value Stream Mapping and Ishikawa
* Worked closely with management to identify areas of improvement and expansion for business product lines across different customer segments and markets and provided advice to customers regarding industry best practices and process methodology
* Identified value adding and non-value adding activities and worked on reducing and minimizing the non-value adding activities.
* Created Base model and identified bottlenecks in the system.
* Used various Lean Methodologies, Kanban and Scheduling system to reduce the non-value adding activities.
* Implemented 5S and TIMWOOD methodologies in the facility to reduce the time.
* Conducted timely meetings with business owners and stakeholders to ensure the proposed solutions are aligned.

Environment: MS Office (Word, Excel, Power Point), MS Visio, VSM, Kanban, 5S, Supply Chain, TIMWOOD.

**Business Analyst / Process Engineer at Newtech Engineering, Pune, India Aug 2015 – July 2016**

Newtech Engineering is small scale associate manufacturing firm. They mainly work as affiliated company to various big scale manufacturing companies like TATA motors, Volkswagen Indiaetc**.** We were working on various projects making required product and working on whole PLC.

* Worked closely with the subject matter experts to develop a detailed understanding of all the requirements
* Documented and created Business Requirement document (BRD) and Functional Requirement
* document (FRD)
* Prepared Process Flow Diagrams (PFDs) and carried out time study to eliminate non-value adding steps in the process
* Carried out Corrective Action Preventive Action (CAPA) projects using DMAIC and PDCA framework and Performed root cause analysis (RCA) using 5-Why and Ishikawa diagram
* Projects included use of Six Sigma methodology to reduce variation by carrying out FMEA and changes in design and assembly process
* Help in coordinating and managing various areas of the project and assist manager with the determination to finish the project on time and within budget
* Played integral part in creating test plan, test scenarios and test cases
* Worked closely with testers to create test cases and participated in UAT (User Acceptance Testing)

Environment: BRD, DMAIC, PDCA, RCA, 5 Why, Ishikawa, FMEA, SIX Sigma, Process Improvement, UAT

**Business Analyst / Project Engineer at Forbes Marshall Pvt Ltd, Pune, India June 2014 – Feb 2015**

Forbes Marshall is an Indian engineering and [energy conservation](https://en.wikipedia.org/wiki/Energy_conservation) provider, especially for the process industry. Forbes Marshall makes steam engineering and control instrumentation products.

* Verified and maintained Requirements Traceability Matrix (RTM) document according to BRD and FRD to manage the requirements
* Involved in complete life cycle of Agile methodology
* Facilitated meetings/interviews and JAD sessions with stakeholders and vendors to document the business requirements
* Interacted with the stakeholders to review and baseline the design documents
* Actively involved in the creating, grooming and sizing of the product backlog, sprint backlog and release backlog to monitor the development process
* Ensured process is in control using Process Capability Analysis (PCA) and control charts
* Created Standard Operating Procedure (SOP) documentation to train operators and carried out regular 5S and Kaizen events to reduce the cycle time

Environment: RTM, JAD, Agile, SOP, PCA, 5S, Kaizen, MS (Word, Excel, Power Point), Process Improvement