



# RICHA PUNJANI

**Mobile** : 9899531367

**Email ID** : richa.punjani@gmail.com

**Address** : 217 vasudha apartments sector - 9 rohini delhi, delhi, Delhi, India - 110085



## Education

### Professional Certification

**Certified Scrum Master - SCRUM Alliance**

### College

**Guru Gobind Singh Indraprastha University, Bachelor - B.Tech**

Full Time, June 2011

### School

**New State Academy sr. sec. school**

March 2007



## Work Experience

### NIIT Technologies

Delhi, India

October 2018 - February 2020

#### Module lead in the capacity of certified scrum master

- Lead 1 Scrum Teams (Team size: 10 and 4) working on the data migration of claims for the phone for the Assurant client.
- Facilitating all Scrum Events including Sprint Planning, Daily Stand-ups, Sprint retrospectives, Sprint Demos, Backlog Grooming and Release Planning.
- Liaising between developers and project stakeholders, fostering quality communication between engineering disciplines.
- Involved in providing estimations and defining scope for Product Backlogs/User Stories and coordinating with Product owner for Backlog management, prioritization and refinement.
- Facilitating workshops and providing Sprint Demo to stakeholders for the developed Business solution/functionalities and providing support to Client during UAT.
- Enabling and empowering the Scrum teams to be self-organized by coaching them scrum values and motivating them to strive for continuous improvement.
- Tracking and reporting project status against defined timelines using metrics like velocity and Burndown charts.
- Proactively removing all impediments for the Scrum team.
- Identifying Training needs for the team and liaising with the management to facilitate the same for improved quality and productivity.
- Highlighting all the foreseen challenges and risks to the management and stakeholders and ensuring pertinent measures are taken timely

### Aon Hewitt

Delhi, India

August 2015 - May 2018

#### Senior Test Engineer

- Involved in entire SDLC including Requirement analysis, Test case writing, Test execution and Defect Management for Aon Health and Benefits legacy Product- Greater Insight and Broking.
- Led Azure migration project for

Greater Insight product and played the role of Project coordinator for the same. • Facilitated Daily scrum calls to discuss progress and highlight risks and challenges. • Communicated between product owners and developers to clarify features. • Documented and executed detailed test cases and logged defects for reporting purposes. • Involved in Defect RCA and bug triage meetings. • Documented hand-over training documents and facilitated training workshops

### **Dynpro India - Client -(IBM , Gwal pahadi ,Gurgaon)**

August 2014 - August 2015

Gurgaon, India

#### **Quality Analyst**

Domain :Banking and Finance Domain Client – Nationwide Building Society, U.K Application Used : Mainframe,Base24 screen testing, Visa Test System , SAP DM module,Nucleus, Portrait ,Unisys,Web application testing and Desktop application testing, atm transaction . Skills Used : Test case creation, Test case Execution, Test Data Preparation, , HP ALM 11.0 , SQL and Defect Log Worked as Module Lead for Mortgages projects and Payment (Joint Regression)

### **Syntel Limited**

February 2012 - May 2014

Mumbai, India

#### **Software Engineer**

Domain :Healthcare Domain Client – Hospital Corporation of America, Nashville and Parallon Supply Chain. Skills Used :Application Maintenance and coding in MF-COBOL on AIX tool (2.3 years experience) Manual Testing on Application Enhancement projects on AIX tool (Unix Env) for Supply Chain Management project Test case creation ,Test case Execution, Test Data Preparation, Defect Log and Requirement document creation and Demo document creation. Giving application Demo to the stakeholders Specialization:Application Maintenance and coding in MF-COBOL on AIX tool (2 years experience) Application Enhancement Testing on UNIX Application for Supply Chain project( 2 years experience) , Web based and Web-services testing for Mortgage firm (5 months),Functional and Regression testing,. Database testing , Agile methodologies



## **Skills & Interests**

### **Awards**

#### **Lean Initiative (SMART Employee)**

Syntel Limited

#### **Team Award**

Parallon Supply Chain (Client)