**Sai Lakshmi Soumya**Project Coordinator/Business Analyst

Contact: 925-574-3134

Email: rallabandi.soumya1988@gmail.com

LinkedIn: [**linkedin.com/in/soumya-rallabandi-519b4859**](https://www.linkedin.com/in/soumya-rallabandi-519b4859)

 **SUMMARY:**

* **5 years of work experience, with years of IT management professional with experience in planning, developing and implementing proprietary software product and integrating enhancement with latest features using Agile/Scrum.**
* **Proven leadership track record of project/product management using Agile and Waterfall methodologies.**
* **Drive definition and implementation of quality standards, processes and quality improvement programs. strong product/project IT technical knowledge and organization skills. Talented at educating others on features of software and adapt Scrum.**
* **Expert in handling large-scaled, multiple projects and leading Project/product from Initiation through to Implementation.**
* **Self-starter and quick learner who manages multiple tasks with minimal assistance from others. Drives for Superior results & has passion to win. Inspires continuous improvement & breakthrough thinking.**

**PROFESSIONAL EXPERIENCE:**

**Sutherland Global**

**Sr. Project Coordinator.** 01/2014 –Jan 16

* Adapted Agile-Scrum methodology for application development, managed project deliverables such as product backlog and sprint backlogs along with handling supervisory duties - planning and follow-up meetings
* Accelerated design phase through prototyping and reverse engineering, performing stakeholder, document, and interface analyses, and conducting interviews of subject matter experts.
* Translated compliance business requirements into functional specifications.
* Lead facilitation of business requirements elicitation and document all business requirements required to meet the business needs Provides first line support for MS Project tool, including logging and maintaining issue/ incident tracking.
* Update, maintain and generate project documentation including Delivery Management reporting to aid the smooth running of projects and program
* Supports Month End financial reporting process by helping to resolve open questions and issues in MS Project Server with the Project Managers
* Provides coaching and assistance to Project Controllers and Team Members with tool, reporting and process questions.
* Help PM’s maintain strategic alignment of projects by analyzing charters and reviewing with management decision makers
* Compiles meeting materials and facilitates monthly project portfolio status meeting
* Ensured the accuracy and quality of the discharge data by utilizing a number of SQL Server stored procedures and Excel reporting tools.
* Implemented the color coding system in MS Excel based payroll submissions which allows LFL staff to understand the reasons for changes in deductions without losing data integrity.
* Assisted maintenance of Oracle Peoplesoft Enterprise database, including uploading, querying and maintaining data
* Provides coaching and assistance to Portfolio Managers, Project Managers, Project Controllers with tool, reporting and process questions.

**Synamatic Technologies.**

**Project Analyst** March-2010 –November 2013

* Communicated directly with stakeholders for external customers to confirm requirements, discuss progress and deliver project deliverables.
* Led project status / coordination meetings with project team
* Updated and proofed end-user procedures (EUP) ensuring up-to-date training materials and information
* Partnered with the business and technology stakeholders to ensure short and long-term business needs are addressed and met.
* Liaise between business and IT personnel to ensure a mutual understanding of processes and applications.
* Translate stakeholder requirements into over 10 different tangible deliverables such as functional specifications, user cases, user stories, workflow/process diagrams, data flow/data model diagrams.
* Facilitated client sessions from requirements gathering through UAT. Created documentation utilized during training and in support of decisions made.
* Translated business requirements into functional specifications and user stories via Jira.
* Lead facilitation of business requirements elicitation and document all business requirements to meet the business needs
* Solid knowledge of producing IT Key Performance Indicators and metric reporting including industry standard and best practice information
* Worked on large scale Technology programs
* Sound knowledge of project planning, budgeting and cost control
* Financial literacy to forecast and manage project budgets
* Strong aptitude and business acumen
* Mature current business project management office to elevate services and expand capabilities.

**Techniques Used:**

**✓** Agile Management **✓** Waterfall Management **✓** Prototyping

**✓** Business & Functional Analysis **✓** Lean Methodology **✓** Data Modeling

**✓** Functional Requirements **✓** Change Management **✓** Business Analysis

**✓** Program Management **✓** Use Case Analysis **✓** Estimation

**Education:**

**Project Management Professional (P.M.P.) (Trained)**

**Project Management Academy| San Francisco, United States: April 2017**

**Bachelor of Science Osmania University 2009 Passed out.**

**Business Analysis for (IT)Certification: July 2019**