Swati Bhave (CSPO)

Mob- +1 (978) 330-7173; **E-Mail**: baswatic@gmail.com

PROFESSIONAL SUMMARY

- Drive the successful delivery and implementation of projects as defined in the project portfolio to align with the company strategic growth.
- Extensive experience in leading cross functional teams through initiation and planning from project concepts and then monitoring, controlling and driving problem resolution for successful delivery of project.
- Strong skills in business process analysis, business requirements gathering, database design and development of Web Based appllications
- High level of expertise in all phases and methodologies of Software Development Life Cycle (SDLC) including Waterfall and Agile/Scrum
- Organized, analytical and detail-oriented problem solver with both business and innovation skills. Demonstrated ability to think strategically and to execute methodically
- Strong administrative and negotiation skills in cross cultural and geographically distributed teams
- Exceptional human resource skills working with all levels of management, peers and subordinates
- Excellent partnership with internal stakeholders, including R&D, Infrastructure, Operations, Compliance, Training and support teams in reporting key tasks and major milestones
- Well versed with Scrum Ceremonies
- Familiar with AWS Cloud and Azure Cloud
- Planning, scheduling, executing and monitoring software delivery using both waterfall and agile methodologies
- 5+ years of experience on project management tool – MS project and hands on working experience with JIRA and Software Development Life Cycle
- Skilled in conducting GAP Analysis, Risk Analysis, SWOT Analysis and Impact Analysis
- Excels in liaising between business and technical areas to achieve on time, on budget and on spec project completions

PROFESSIONAL EXPERIENCE

Rangam Consultant	Dec 2017 – Mar 2020

IT Cyber Security Business Analyst

Client – National Grid, Waltham – MA
- Worked as a liaison among stakeholders in order to elicit, analyze, communicate and validate requirements for changes to business processes, policies and information systems. Mostly acting as a mediator between business and technical team (application developers)
- Developed high quality project mandates, business cases, investment proposals, post investment appraisals
- Coordinated project management activities and resources with project manager and assisted with setting project milestones, timelines, and budget
- Coordinated team meetings for requirement gathering and elicitation and verification of project proposals
- Managed product backlogs prioritization
- Closely worked with business users and IT team to gather business requirements and document technical design specifications that enhance the business intelligence reporting environment
- Analyzed the scope document and the current business processes to gain better understanding of the project and created to-be process accordingly

- Designed and analyzed Security Administration processes/workflows, recommended ways to improve efficiency and effectiveness and helped implementing the solutions
- Facilitated communications between solution architects, developers, QA analysts and business users as required throughout the requirement analysis, design and testing phases
- Collaborated with the testing teams for test cases, test scripts planning, review and approval
- Developed and maintained support process documentation.
- Upgraded existing support services and new services by automating starters leavers and site user invitations
- Created cybersecurity best practice communications and training manuals to educate staff against known threats and potential vectors of attack
- Performed risk analyses to identify appropriate security counter measures
- Enabled Multifactor Authentication (MFA) for 18 applications and deployed it to more that 25K users globally
- Worked on Identity Access Management (IAM) and security projects like Public Key Infrastructure (PKI), data gatheing projects
- Executed deployment of Fire Eye endpoint security application on US servers

Environment: Windows, Service Now, Agile - SCRUM, UML, MS Visio, SWOT, MS Office Suite (Excel, PowerPoint, Word), JIRA

CMA CGM Agencies (India) Pvt Ltd. Mumbai, India	Mar 2013 - Jan2017

Assistant Project Manager

- Directed project management initiatives from conceptualization through development, implementation, and management.
- Created and maintained quarterly newsletter to make project progress, annual corporate strategy and upcoming projects information available to stakeholders throughout organization.
- Defined timelines, budgets, KPI's, deliverables and milestones; allocate resources.
- Created and managed project schedules and lead enforcement of project deadlines in response of client requirements
- Created progress reports and monitor program data to assess efficiency Key Achievements
- Executed development and implementation of sales application for VIP customers
- Closely collaborated with project members to identify and quickly address problems
- Identified and implemented strategic plans based on accurate readings of specifications and solid collaboration with project leadership
- Managed and monitored project budgets
- Handled all issues with relative ease by implementing best practices and applying critical thinking skills to find best solutions

Environment: MS Project, Agile - SCRUM, MS Visio, SWOT, MS Office Suite (Excel, PowerPoint, Word), JIRA

Maersk Line, Mumbai India	Nov 2010 – Mar 2013

Senior Business Analyst

- Conducted JAD sessions, personal interviews with the Stake holders, SME's and Quality analysts throughout SDLC to resolve open issues
- Translated BRDs into use-cases, context, and UML diagrams to visually model the system

- Organized the project plan using MS Project and delivered the documents on a timely basis
- Worked with the QA and business team to conduct User Acceptance Testing
- Reviewed test case scenarios and requirements traceability matrix to ensure complete coverage of the business requirements
- Collaboration in local or global project teams as required to support and Maintenance of Global application

Environment: Quality Center, Requisite Pro, SharePoint 2010, MS Visio, MS Office Suite (Excel, PowerPoint, Word), SQL, SharePoint

Willis Computer Processing Ltd. Mumbai, India	Apr 2008 - Oct 2010

Senior Research Associate

- Conducted complete business review and prepared detailed plan for setting out options
- Focused on analyzing market information and market trends to identify business needs, contribute to product improvement, and gain insight into focus markets
- Prepared Research reports as per client's request for Industry information and provided value added services to client on business enhancement

EDUCATION AND CREDENTIALS

Scrum Alliance 2019
Product Owner Certification

Jamnalal Bajaj Institute of Management Studies – Mumbai, India
Master's in Business Administration (Finance), 2016