NADIYA MATHEW

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Sex: Female **|** Date of Birth: 1992-08-16**|** Nationality: Indian

SUMMARY

- A skillfully sound, disciplined and highly motivated individual with **4+ years** of experience in **Business Analysis and Consulting.**
- Dexterous in analyzing the needs of the business and its customers and coming up with solutions to business problems.
- Accountable for translating stakeholder requirement into tangible deliverables such as **functional specifications, user stories and process diagrams.**
- Experience in **content creation** for websites and handled website creation project.
- Profound knowledge in analysis and implementation of several large IT projects across development lifecycles and have thorough understanding of how IT interfaces with multiple functional groups within an organization.
- Well versed in **Agile** and **Waterfall** project methodologies.
- Proficient in testing business applications from a business perspective to ensure that all client requirements are incorporated into the design.
- **SAP SuccessFactors** Performance and Goal Module consultant with strong knowledge in understanding business processes, functional flows, administration and so on.
- Expertise in handling all **Microsoft Office** software.
- Hand-on experience in BizX Analytics / Reporting which includes the reporting of module like Performance Management, Goal Management.
- Implemented and supported multiple projects in SuccessFactors for Manufacturing, Insurance, and Healthcare Industry.
- A versatile team player with Excellent communication, Interpersonal and Presentation skills to manage and liaise with business and technical consultants to explore business process improvement opportunities.

GLOBAL EXPOSURE

Studied in India. Lead my career in India and Saudi Arabia

WORK CONTOUR

Dec 2020 - Till Date	**INTDV, RIYADH, KSA**	**Senior Business Analyst**
Clients Project:	ARAMCO, Neom City	

Communico; Digital experience Bot platform for the AI conversational solutions.

Key Deliverables	• Collecting requirements for Robot Content Management System and BOT platform.
	• Writing user stories and preparation of workflows which further to be used by design and development teams.

| *Sept 2019 -Nov 2020* | **LEADER INVESTMENT GROUP,RIYADH,KSA** | **Business Analyst** |

Clients Project: Saudi Arabia's Municipal Cooperation

Automax; an Operations Management Solution that simplifies both complex day-to- day and long-term operational tasks for decision makers.

Key Deliverables

- Understanding service objectives to capture, formulate and document business requirements.
- Translate stakeholder requirement into tangible deliverables by constructing easy-to-understand data and process models, functional specifications, user stories, process maps and workflow diagrams.
- Using project management methodologies, principles, and techniques to develop project plans and to manage projects.
- Identifying, scrutinizing, and analyzing business processes, procedures and work practices and coming up with solutions to business problems.
- Formulating software requirement Specifications, functional specifications, change requests for use by designers and system developers.
- Writing Business Requirement Specification documents and Statement of Work.
- Actively participate in 5+ levels of testing including Functional, Regression, User Acceptance, Integration and Performance to verify the client's needs are met.
- Testing business applications from a business perspective to ensure that all client requirements are incorporated into the design.
- Accountable for providing formal user trainings and demos – product trainings and trainings on customer specific enhancements and to create user and training documentations.
- Acting as requirement owner and responsible for business clarifications with internal teams and to provide guidance and assistance in the project decision making process.
- Providing training and support to development and testing teams, during requirement changes and taking responsibility for deploying functional solutions.
- Acting as a link between the customer, the development team and any third-party regarding software functionality throughout the development cycle.
- Draft and maintain business requirements and align them with functional and technical requirements.

| *Aug 2016 -Aug 2019* | **SPERIDIAN TECHNOLOGIES PVT. LTD., BENGALURU** | **Associate Analyst** |

Clients Projects: Raymond, VIACOM 18, RPG Enterprise, Godrej, Syngene, Cavinkare

SAP SuccessFactor Performance and Goals module

Key Deliverables

- Gathered customer requirements and prepared SAP workbook, defined development days and assessed effort and time estimation to manage the implementations.
- Configuring Goal and Performance management modules based on client requirements.
- Dealing with clients, providing solutions and got involved in their support tasks and activities.
- Conducting module wise demos and system navigation to the clients.
- System administration tasks like enabling role-based permissions to the users, data uploads related

to the goals and goal libraries.
- Customization of customer's instance as per requirements like text replacement, creation of dashboards, creation of custom fields and language pack implementation.
- Creation of calibration templates, Sessions & Calibration settings.
- Assigning Role Based Permission to the templates and sessions.
- Enabling Goal execution settings and creation of goal execution fields.
- Configuration of Continuous Performance Management module.
- eating reports and dashboards based on the client requirement and creating of permission groups and roles.
- Enabling home page, tiles creation, email notifications and customization of notifications.
- Making backend changes with the use of Provisioning tool.
- Generation of letter templates and testing.
- Preparing Goal Import/Export templates.
- Preparing User manual, Admin Manual and Business Requirement Document showcasing all details of the project.

LANGUAGES

- Proficient in English, Hindi, Malayalam, and Tamil

EDUCATION

2016   - Master of Business Administration in Human Resource Management, Kerala, India
2014   - Bachelor of Technology in Information Technology, Kerala, India

SKILL SET

- Requirement Gathering
- Business Analysis
- Documentation
- Stakeholder Engagement
- Team Management
- Training and Development
- Presentations
- Process Map Creation
- Content Creation

- SAP SF Goal Management
- SAP SF Performance Management
- SAP SF Continuous Performance Management
- SAP SF Calibration
- SAP SF Role Based Permission
- SAP SF Analytics & Reporting

References are available upon request