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| Sahara Giri |

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# CAREER OBJECTIVE

I am an experienced professional with over years of experience in innovating, designing and implementing Digital forms and workflows solutions. I have experience in a variety of applications in their life cycle management including working closely with a team of Application Support Analysts, project staff and end users to enhance solutions. I can apply myself to a range of analysis, consulting or technical roles and have experience in a very wide range of industries. I have a respected work ethic based on accountability and responsibility. I can engage comfortably in technical, vendor, user or C-level.

# CERTIFICATIONS

* Microsoft Azure AI Fundamentals: 2024
* DocuSign eSignature Administration Specialist: 2023
* DocuSign eSignature Template Specialist: 2023
* Nintex Certified Practitioner: Process Automation for Nintex Automation Cloud

# EMPLOYMENT HISTORY

**Assistant Manager Current**

**Stand By me**

* Ensure high standards of customer service and address any complaints or issues.
* Manage inventory levels and maintain stock.
* Assist with cash handling, daily sales reports, and budgeting.
* Help develop promotional strategies and engage with customers to boost sales.
* Ensure adherence to health and safety regulations and company policies.
* Motivate and guide staff to foster a positive work environment.
* Engaging comfortably with Vender, supplier and potential business Partners

**Fujifilm, Canberra June 2022 – June 2024**

**Forms Developer (Contract)**

* Working closely with Digital transformation consultants and Fujifilm customers to create web-based forms and workflow processes.
* Being responsible for the development, testing and deployment of the designed forms to ensure effective implementation.
* Working with virtual teams to support the delivery of the forms and processes.
* Being responsible to ensure all solution documentation is created and maintained.
* Being responsible for handover to support teams.
* Contributing to thought-leading solutions, ideas and concepts to Fujifilm customers.

**Forms Design**

* Creating electronic forms (eForms) and workflow for internal and public audiences.
* Utilizing the Fujifilm business innovation eForms solutions to assist Fujifilm customers to transform their services.
* Supporting the development and continuous improvement of forms for Fujifilm

customers.

* Maintaining and develop a library of electronic forms.
* Setting up and managing database and system integrations with eForms where appropriate.
* Working with Fujifilm Digital Transformation Consultant and the customer to understand current business processes for implementation of eForms.
* Contributing to larger digital transformation and integration projects involving eForms.

# Projects

### Northern Territory Government (Digital transformation Project)

Collaborated with Northern Territory Government for the digital transformation project focused on modernizing traditional manual paper-based processes into digital to improve efficiency, service delivery, and citizen engagement.

Solutions: Smart IQ, SQL server, other third-party software

* Integrated disparate systems for seamless data flow and communication such as SQL Server.
* Used HTML, CSS, Bootstrap classes for better user experience and accessibility
* Documented electronic form specifications, design decisions, and workflows.
* Ensured scalability, flexibility, and security of the technology stack.
* Collaborated closely with external partners, vendors, and industry experts to ensure alignment. with strategic objectives and regulatory requirements throughout the project lifecycle.
* Deployed electronic forms across relevant departments or business units.
* Designed layout into more precision and for enhancement of the user experience.
* Conducted usability testing with representative users to identify any usability issues.
* Used Atlassian Jira ITSM for providing or checking updates and reporting any issue using.

### Fujifilm: SharePoint Integration of eForms

Solutions: SharePoint online, Smart IQ, Docusate, SQL Server, File Share

* Updated the existing form with additional fields specifications.
* Configured the SharePoint connector settings string on the Smart IQ server.
* Added additional validation for accuracy and error handling using Regex.
* Replaced existing unnecessary data sources and connections with updated ones.
* Performed database update in SQL Server (Creation and update of database tables or store procedure where applicable).
* Configured the storage hierarchy in SharePoint online: Document Libraries, Lists
* Configured actions attribute, actions output and metadata on the forms.
* Tested and successfully migrated on the live server.
* Documented and handed over to the solution Manager.

Fujifilm: Graphics Design

Solutions: Adobe InDesign, Illustrator, Photoshop

* Created digital catalogue using InDesign for the client using given requirements and content in Adobe in design.
* Added interactive elements such as hyperlinks to product pages and websites.
* Imported product images and organized them within frames for the layout.
* Test interactivity and functionality on different devices and screen sizes.
* Experiment with typography and iconography.
* Refined the initial sketches digitally, focusing on clarity and simplicity.
* Customized letterforms or kerning for a unique look if necessary.
* Applied filters and effects (such as blur, sharpen, or distort) for creative enhancement.

**Extratech, Canberra Aug2021 – Jun 2022**

**Junior Web Developer (Intern)**

* Developed landing pages and email templates using HTML CSS, and JavaScript for mobile, desktop and tablet view.
* Created a custom Inventory Management Application in Django and MYSQL.
* Made use of agile methodology such as scrum to develop and track the development process.
* Implementing and maintaining efficient, scalable, and robust code to ensure the smooth operation of the platform.
* Troubleshooting, debugging, and implementing long-term fixes to bugs.

**Customer Service Team member (Part-time) Jan 2019- Jan 2021
 The Food republic café, Melbourne**

* Managing upset customers, conflicts, and challenging situations.
* Operating POS, cash handling and teamwork.
* Handling customers per shift, providing excellent customer service.
* Remain calm and composed in difficult times including intense customer displeasure.
* Guide potential customers to discover their requirements and then offer the best solution to make sure those needs are fulfilled.
* Taking orders via phone or email or over the Counter.
* Providing high level customers service, ensuring their satisfaction and comfort.

# Soft Skills

* Attention to detail, time management & customer service skills.
* Excellent communication skills both written and verbal developed throughout the years while interacting with customers and colleagues in hospitality.
* Ability to prioritize and can work under pressure in a productive manner.
* Decision-making, problem-solving and integrity
* Team leadership and team building
* Positive attitude and proactive mindsets

# EDUCATION

* Bachelor of Networking

Melbourne Institute of Technology, Melbourne

* Professional year program: Australian computer society

 QIBA, Canberra