CURRICULUM VITAE

**Sarafraj U. Shaikh**

**Male | 36 Years | Married**

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Summary

With 8+ Years Of experience as Business Analyst (overall 15 years of experience), want to continue my successful career with Business Analysis expertise, keen analytical skills, and critical teamwork abilities.

Professional Summary

* With 8+ years of experience in Business Analysis and Project Management in Financial/Investment Banking domain,
* Experienced in handling projects/stakeholder of Investment banks across different Global locations like EMEA, APAC, Canada and Middle East etc.
* Good working experience in managing different aspects of projects and their respective stakeholders through customer management, people/team management, managing key financial and operational parameters
* Strong experience in defining the Project Scope and detail project planning in a multi-vendor/stakeholder environment
* Have good understanding of all stages of Trade Life Cycle with sound knowledge of Capital and Derivatives Market
* Sound knowledge of Greek Values (Delta, Gamma, Theta, Vega and Rho) and Historical VAR (Value At Risk), Delta normal VAR
* Good working knowledge of Basel Norms I, Basel Norms II and Basel Norms III and Credit Risk and Market Risk
* Good understanding of Current Exposure (CE), Expected Exposure (EE) and Potential Future Exposure (PFE)
* Good knowledge of Expected Loss and Unexpected loss along with MTM calculation which in turn helps in understanding the Clients Risk Position
* Strong working experience of Business Requirements Gathering, Analyzing and documenting requirements
* Extensive experience in creating Screen Mockups, conducting GAP Analysis and Impact Analysis, SWOT analysis, Risk Analysis.
* Strong experience in Software Development Life Cycle methodologies including Agile (Scrum) and Waterfall models
* Ability to multitask and prioritize work to meet deadlines while working with cross functional teams and cross location teams
* Working knowledge on Data Warehouse reporting part at User, Member level, Exchange level, SEBI level reports.
* Risk management functions from reports on the basis of Turnover of Exchange Member.

Area of Interest

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| --- | --- |
| * Project management * Business Analysis |  |

IT Proficiency

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| * Knowledge of SQL * Proficient in MS Excel and Word |  |

Education Qualification

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| * MBA (Marketing) from Bharati Vidyapeeth Deemed University, Solapur (2007) * Bachelor of Science from Dayanand College of Arts and Science (2005) |  |

Professional Experience

1. **Tata Consultancy Services**

**Role:** Senior Business Analyst (Aug 2021 -Till date)

**Project:** Multi Commodity Exchange (MCX, Mumbai, India)

**Team Size:** 9

**Roles & Responsibilities:**

• Captured the requirement for Member Reporting System (MRS) function, visited client office and discussed the requirement and captured requirement with detailed analysis and closed with sign off.

• Co-ordinate with developer and client for the demo of MRS function and delivered the function on time to client

• Performed detailed testing of application with the help of testing team as per the requirement and provided artifacts to client

• Worked on Daily Price Limit (DPL) funcationality related to Order Management

• For Daily Price Limit (DPL), worked on conditions for generating the alerts when Price reaches Upper or Lower limit and trigger the alert

• Provided functional support to developers to deliver the function and testing team to perform the testing as per the requirement mentioned in FSD

• Conducted frequent meetings with developers and testing team, mentoring and helping the to work as per delivery plan

• Involved with testing team and perfomed testing in different regions like Testing region, Staging, SIT, UAT, MOCK region. Also worked on issues raised in JIRA and closed them with artifacts.

• Part of Leads daily sync ups, evaluate progress and provide support as needed on remediation of issues to support project timelines

• Gained good knowledge on Order Management, Reporting, JasperSoft reporting tool.

1. **Bank Of New York Mellon**

**Role**: Senior Business Analyst (Jul 2019-Aug 2021)

**Project** # 1: **Market and Credit Risk Exposure Management System**

**Team Size**: 5

**Roles & Resoponsibilities:**

• Outlined the scope of the project by defining the boundaries, develop the project plan and schedule

• Conducted Gap Analysis by creating process flows highlighting the differences between the Current Stage versus the Future Stage

• Successfully used Agile/Scrum Method for gathering of requirement and created user stories. Documented User stories and addressed Story Point discussions to analyze the level of effort on project specifications

• Strong working knowledge of Historical VAR (Value At Risk), Delta normal VAR & Monte Carlo Simulation method of VAR

• Involved in all phases of Software testing process, including test planning, creating test cases, performing testing and tracking defects using JIRA

• Sound knowledge of Current Exposure (CE), Expected Exposure (EE) and Potential Future Exposure (PFE)

• Utilized good knowledge of Exposure of Default (EAD), Loss Given Default (LGD) and Probability of Default (PD)

• Implemented 14 principles of BCBS 239 and regulatory requirements of Basel III in the project and working on regulatory reporting such as LCR

• Efficiently used Agile/Scrum Methodology to gather requirements and facilitated user stories. Documented User Stories and facilitated Story Point discussions with the team to analyze the level of effort on project specifications

• Involved in all phases of Software testing process, including test planning, writing test cases, executing tests and tracking defects using JIRA

• Conduct meetings with QA team to design Test plan and test cases for UAT testing and validation and weekly meetings with Development team to resolve the technical issues

• Leads daily stand ups, evaluate progress and provide support as needed on remediation of issues to support project timelines

• Mentoring/helping the testing team in different testing activities like planning tests, writing test cases and test execution

• Engage in status updated meetings with development team to address various challenges and risks using Risk Management Process

1. **Bank Of New York Mellon**

**Role**: Junior Business Analyst (April 2017-June 2019)

**Project** # 2: **Investa**

**Team** **Size**: 5

**Roles & Resoponsibilities:**

• Manage and adjusted project milestones as per the situations

• Set and adjusted project milestones as per the situations

• Requirement gathering, performing requirement analysis and preparing BRD's and FRD's

• Making vital decisions and drive decision making across projects

• Involved in the SDLC phase of requirement analysis, design, and development

application

• Explaining the different complex margin calculation for equity, future and options to the development and testing team

• Making vital decisions and drive decision making across projects

• Analysis and investigation of production issues in existing system and preparation of change request document manage and track the change request till post production deployment

• Conducting demo for clients and Documenting user Training Manuals

• UAT, Regression Testing, creating and reviewing test cases and requirements to test cases using the processes based knowledge

• Leads daily stand ups, evaluate progress and provide support as needed on remediation of issues to support project timelines

1. **Bank Of New York Mellon**

**Role**: Junior Business Analyst (Aug 2014-Mar 2017)

**Project # 3: CLIENT INVESTMENT REPORTING (CIR)**

**Team Size: 3**

**Roles & Resoponsibilities:**

• Requirement gathering, performing requirement analysis and preparing BRD’s and FRD’s

• Involved in the SDLC phase of requirement analysis, design, and development of

application

• Use and Application of Derivatives Instruments (Future, Options, Equity, Swaps) in different business scenarios by managing complex cash and derivative trading

• Analyzing different margin requirement of the users

• Trade Capture/Execution, Calculating Daily MTM, Greeks & Settlements, Profit & Loss Accounting, potential exposure calculations and Counterparty Risk Management, Calculating VAR (Value at Risk)

• Participate in deep dives and ad-hoc analysis to identify pockets of risks (PnL event explain, creation of new historical scenarios, etc.)

• Analyzing the end-to-end risk process and feeds data to ensure that these changes can be applied to the existing system, by utilizing Excel and SQL

• Frequently communicates with the development team as well as the testing team to consolidate information and keep track of projects

• Provided extensive domain knowledge and business rules to development team for clear understanding of the functionality of the system

• Analysis and investigation of production issues in existing system and preparation of change request document manage and track the change request till post production deployment

• Testing activities – UAT, Regression Testing, creating and reviewing test cases and requirements to test cases using the processes based knowledge

• Efficiently used Agile/Scrum Methodology to gather requirements, create user stories. Documented User Stories and facilitated Story Point discussions with the team to analyze the level of effort on project specifications

**Environment**: Web application, SQLserver2005, Window XP

**Bank of New York Mellon India PVT LTD (Feb 2011 – Jul 2014)**

**Investment Banking (Team Leader-Operations)**

Responsible for capturing all OTC related trade instructions on various platforms and verifying the trades. Also responsible for processing Cleared variation margin on swaps, interest on swaps, fees on swap, gain and loss on swap.

• Understanding client instruction and perform task: Currently dealing with various client and each client has its own trade instruction language. Clients send data in SWIFT language, FPML language, .CSV, through PDF files and other way. As team member always needs to understand client instruction and process these economic details in appropriate platform. Worked on different systems like SUMMIT, GTM (Global Transaction Management), IAS (Institutional Accounting System)

• Worked on SUMMIT Version migration, BrownField to GreenField migration and involved in Regression and UAT testing.

• Raising Technical and trade related queries to Particular team and Onshore: on Daily basis need to monitor various applications, user interfaces and web sites for that need to send queries and concerns to technical group for system related issues and to onshore for trade related issues.

• Sending client instruction to accounting platform and trade matching platform: worked on various report and systems to make client data compatible with accounting and trade matching platform

• Contract setup, Bloomberg and exchange research: after taking trade instruction we need to research for particular listed option or future trade like ticker of trade which shows what kind of future option trade is, it may be equity future, Index future, Currency future, commodity future same with Listed option trade. We need to research on Bloomberg and various exchanges to set contract of particular trade in Client trade capture platform

• Worked on Cash operations (Swap variation margin, interest payment, fee payment, gain and loss on swap) part as well. We receives cash instructions through SWIFT format (MT210 MT202 MT103) and non standard format.extensive domain knowledge and business rules to development team for clear understanding of the functionality of the system

**State Street Syntel Sourcing PVT LTD (Nov 2007 – Aug 2010)**

**Investment Banking (Associate Operations)**

Syntel provides solution and services to retail and wholesale Banks, custodians, broker-dealers, trust companies, hedge fund administrators, benefit administration providers, transfer agencies and foundations.

• Cash reconciliation is done on daily basis to know the position of the cash balance at end of the day if any out of balance entries are there i.e. overdraft. Also security positions reconciliations done on daily basis

• Escalating the cash Customer log with the custodian on bi-weekly basis and immediate updating of the response from the custodian. Complete Reconciliation of cash & equity on weekly and monthly basis between custodian banks and investment Manager’s transactions and comparing the net assets value for the entire portfolio. Also pointing out any out of tolerance differences. Follow-up with the custodian regarding the ageing breaks on the system, escalating the breaks with client on regular basis

• Responsible to send the cash Customer log on bi-weekly basis and security log on monthly basis.MIS Handling & Reporting. Manual reconciliation is done on daily basis in excel format

Achievements & Activities

• Won Recongnition award under Client Experience programme in 2017

• Won WOW awards on consecutive quarters for timely resolution of production issue raised by the client.

Aspirations

• Aspire to learn about different databases for eg, Google Cloud, Azure

• Aspire to learn about Artificial intelligence, Machine Learning.

Place: Pune Signature:

Date: