**SHUCHITA BHATIA**

B-131 Neelkanth Appartment, B Block

Sector-62, Noida

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**Tel**: +91-8860756396

**Career Objective:**

Seeking a challenging carrier by giving all my skills to my profession and awaiting for an initiative role.

**Experience Summary:**

* AFP certified (Associate Financial Planner) and has nearly 4 years of experience in Business Analyst and Financial services
* Presently working with Computer sciences Corporation India Pvt. Ltd. as a Business Analyst position for Insurance based Client in US i.e Transamerica(Aegon)
* Earlier had a experience of 1.2 years in Bajaj Capital company -Head office, Delhi Nehru Place with a position of Insurance Operations
* Proficient interpersonal and decision-making skills
* Clear and Effective communication, quick adaptability and positive attitude
* Worked in Claims, Financial Planning and Complaints department
* Knowledge of Vantage systems (P65, P75, P6 and P5)
* Expertise in BFSI domain especially in Insurance
* Strong analytical, problem solving, team and project management skills, including a thorough understanding of how to interpret customer business needs and translate them into business/ software requirements
* Defining project scope and helping stakeholders to prioritize the requirements
* Support the entire lifecycle of project/ product and ensuring timely delivery of project
* Solution/ Technical experience spanning Requirement Elicitation, Requirements Analysis and Documentation (STRQ, SRS), Design Use cases, User interfaces, Business rules. Statement Extracts and Output, Maintain Functional Requirement Documents(FRD,) Managing Requirements Traceability,Timelines Estimations, Defining Scenarios, Creating Test Plan, Functional and Regression Testing, Supporting UAT
* Maintain Folder Structure which forego for QA Audit to meet client requirements
* Experience of working in Software Development Life cycle(SDLC)
* Exposure of interacting with US clients and walkthroughs business requirements.
* Training and guiding team members and reviewing their work
* Excellent academic record with BCA from CCS University and PGDFP from ICOFP (Delhi)
* Hands on experience in MS Office products such as MS Word, MS Power Point, MS Excel, MS Access
* Exposure to Req-Pro, Rational Quality Manager, KIP, SOAP/UI, IBM Rational Clear Quest Windows/Client, SVN, TAA.com, 203 service, OPI, NOW, Advantage, Mainframes, Lotus Notes, SQL , Transall, RUP methodology, use cases and Info-factory

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| **Professional Summary:** |

**From Sep’11 to till date with Computer Sciences Corporation Ltd. as Business Analyst**

**Overview:**

As a Business Analyst I work on varied client requirements, gather the requirements and finally document those in line with the strategic initiatives of the insurance company. Analyse business process and provide right mixture of techinal and functional know how to the development of software projects within the organization and work with different teams across organization .

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| **Role** | Business Analyst | **Domain** | Life Insurance, Annuities |
| **Tools** | MS Word, MS Excel, MS PowerPoint, IBM Rational Clear Quest, Req-pro, Rational Quality Manager, Oracle menus(SOAP/UI, 203 service Transall) SQL , Lotus Notes | | |

**Key Responsibilities:**

* Business Analysis
* Elicit and finalize the requirements in discussion with business users
* Develop use cases and process flows
* Prepare & Review business/functional requirement documents
* Create defect reports
* Project development and implementation
* Develop the system requirement specifications by creating stakeholder requiremnets and SRS reports
* Closely work with product teams to research, analyse and derive end to end process requirements
* Estimate user stories and mapping documents and allocate requirements among team members
* Create Test Plan and Test Strategies
* Create Test Scenarios and help QA group with the development of test cases
* Involved in functional/ regression testing
* Provide support to UAT
* Training/ Walkthroughs and Sessions
* Structured walkthroughs with clients
* Develop training plans and prepare training material for team members
* Training and knowledge sharing sessions with QA and business teams
* Guide junior BAs in course of their work, training them and ensure that all documents created by them are appropriately reviewed

Projects:

* Transamerica Capital Management (Aegon)
* 30466 2012 Prodcution problem Bundled Package
* 30689 2013 Prodcuton Problem Bundled Package

**From July’10 till Sep’11 with Bajaj Capital Ltd. as Financial Analyst**

Job Profile:

* Financial Planning through auditing and analyzing the Compliance data
* Support the underwriters in Policy administration
* Working as support specialist with LI claims depts.
* Issue endorsements in case of any mid-term changes during the policy period
* Responsible for generating the policy numbers for the insured
* Working on Electronic Clearing System to resolve failure cases and Client’s complaints
* Preparation of monthly MIS for retention team

Projects:

* Prepared snapshots for various insurance products
* Prepared monthly report on risk analysis by using insurance tools

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| Educational & Professional Qualification and Certification: |

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| **Year** | **Course / Degree** | **University** | **%** |
| **2011** | Associate Financial Planner (AFP) | **FPSB Board** |  |
| **2010** | PGDFP (Post Graduate Diploma in Financial Planning) | **ICoFP,** Delhi (Bajaj Capital Groups) | 67 |
| **2009** | BCA (Bachelors of Computer Applications) | **IIMT Engg College,** Meerut (Affiliated by CCS University) | 80 |
| **2006** | Intermediate | **CBSE** | 75 |
| **2004** | High School | **CBSE** | 76 |

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| Additional Qualification and Certification: |

* Qualified NSE’s certification of financial market (NCFM) in Derivatives (Dealers Module), Capital Market (Dealers Module) and AMFI (Advisor Module).
* Qualified MCX (Commodity module)

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| Continuance Qualification: |

Pursuing Actuarial Science.

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| **Academic Achievements:** |

* Received COA from Project Manager for excellent work done under 30466 project in CSC
* Received COA from Senior Manager for excellence in 30689 project in CSC
* Granted scholarship for highest scorer and meritorious student in BCA
* Won meritorious student award in 11th standard in 2004-05
* Math Olympiad winner (silver medalist in 11th standard in year 2004)
* Chemistry Olympiad winner (for meritorious position in 10th standard)
* National Science Olympiad winner in year 2003

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| **Extracurricular Activities:** |

* Participated in various sports camps for basketball tournaments
* Active participant for Fashion Show and Rangoli in Tarang for ICOFP College