RANJEET MAHABALA MENDON

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Skill Set

Project Management

Technical Business Analysis

System Analysis & Implementation

Team Management

Requirement Gathering

Functional / UAT Testing

Change Management

Liaison & Coordination

Reporting & Documentation

Research and Development

IT Skills

- JIRA – Project Management
- Axure – Designing Wire Frame for Web Pages and Mobile Applications.
- MS SQL Server 2008
- MS Office(Word, Excel & PowerPoint)
- Architecture Diagram (Gliffy)(Draw.io)
- Camtasia
- Html (Designing Email Templates)
- *Soap Ui , Post Man , Rest Api*

Personal Details

Date of Birth:24thMAY 1995
Languages Known: English, Hindi, Marathi
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Accomplished Business Analyst

With enriched experience of 3 year in Project Management & Technical Business Analysis with a career that reflects process improvement & designing solutions and implementation targeting Business Analyst position with a reputed organization specifically in IT industry

PROFILE SUMMARY

- **An accomplished Software professional** with 3 **year** of experience in **Business Analysis**, **System Analysis & Implementation and Team Management**
- Worked in *TSS Consultancy Private Ltd., Mumbai as Business Analyst*
- Experience in understating the business requirements and **preparing a functional documentation on business requirements & executing various aspects of projects** like requirements gathering, information analysis, risk analysis as well as formulating test plan
- Gained exposure of working with major clients namely **Axis Bank, IDFC Bank, Yes Bank, SBICAP Securities Limited , Reliance Securities, Angel Broking, Sharekhan by BNP Pariba, IDBI Capital Market Services Ltd, Centrum Broking ,Marwadi Share and Finance Ltd , Kotak Bank and Kotak Life and so on**
- Skilful at **structuring & shaping client engagements and solving complex client challenges**; building innovative & practical client solutions and managing large organisational changes
- Proficient in assessing and mapping user requirements, translating them into techno-functional specifications & designing customized solutions for the same
- An excellent analyst with a flair of adopting pragmatic approach in improvising on solutions and resolving complex business issues with strong presentation, documentation project & risk management & negotiation skills
- Proactive in understanding the changes that require in solution so that team can easily handle any future problems, compliance and technological changes.

ACADEMIC DETAILS

- **B.Sc.(IT)** from Bunts college Mumbai , Mumbai University in the year 2015 with 72.645%

- **H.S.C.** from SIWS College, Maharashtra Board in the year 2012 with 50.67%

- **S.S.C.** from SKP High School, Maharashtra Board in the year 2010 with 58.91%

ORGANIZATIONAL EXPERIENCE

Key Result Areas:

- Creating documentation on the basis of the meeting, presenting the same to clients and after their approval forwarding the same to Technical Team
- Working as a "Product Team" member to build the product which suites for Financial Entity.
- Contributing in team management; assigning task to team members and resolving their queries; interacting with business user and understanding business requirement
- Preparing Workflow Flow Charts and Logic Document on various functional behaviors of the application
- Analysing client's business requirements and processes through document analysis, interviews, workshops, and workflow analysis; conducting different levels of testing including functional, user acceptance and integration to verify client's needs
- Communicating client's business requirements by constructing easily understandable data; providing input for developing systems to meet client needs and creating business specifications to support these modifications
- Liaising between business and technical personnel to ensure a mutual understanding of processes and applications
- Developing business architecture by using requirements such as scope, processes, alternatives, and risks
- Documenting client needs and detailed communication conducted; distributing the work to the Developers, monitoring the progress and sharing status updates
- Interacting with the client's business and IT Teams to gather, define, clarify and refine requirements
- Managing the delivery of all iterations to ensure that the focus is on business value and delivering the same in short iterations to maximize productivity in the midst of change

Highlights:

- Directed more than 5 member's team that included 3 Testers, 1 Assistant Project Manager and 1 Jr Business Analyst.
- Maintained program modules including operational support, problem resolution, production support, preventative and corrective maintenance and enhancements and got appreciated for the same
- Led large-scale business application architecture and design efforts for the organisation
- Enhanced end-state process through system configurations/customization/ workflow/ security access/ as well as workarounds
- Recognised for performing risk analysis of the project as well as change impact assessment and presenting the same during payback sessions to process owners
- Developed internal project plan; solved internal challenges; reviewed project velocity / critical paths and cut-over plans that improved growth of the organisation
- Implemented various projects which improved the forecast accuracy of the organisation

ANNEXURE:

Project Title: FATCA/CRS (Customer Communication Management and Reporting Module)

Description: FATCA is a United States of America (U.S.) federal law that requires financial institution globally to identify U.S. Persons with financial assets outside U.S. territories.

CRS is a global standard for automatic exchange of financial account information developed Organisation for Economic Cooperation and Development (OECD) in close cooperation with the G20 and the EU.

Role:
- Worked as a Project and Product Team Lead
- Comprehending the logic of taking the Customers Declaration have to build the CCM (Customer Communication Management) which will take the declaration of the customer and collect the data for reporting to Income Tax
- Making the Reports Documentation Logic to identify the US person and CRS person and other such reports.
- Making wireframe and logic document for Internal Team to make them understand about business needs as well as requirement; interacting with Testing Team to maintain quality of the product as per client expectation.
- Submission verification utility were the Compliance Team verify the Customers declaration is eligible or not.
- Engaged in functionality overview for client through onsite visit or through WebEx sessions.
- Prepared Logic document for integration with FI (Financial Institutions) taking declaration from their WEB and Mobile Portal.
- Assisting team member for smooth implementation.
- Ensuring the solution flexibility to meet the any compliance, business and technical changes.
- We built the mechanism to track whether the submission is pending then reminder emails will be send to the customers.

Project Title: CDD (Customer Due Diligence)

Description: CDD information comprises the facts about a customer that should enable an organization to assess to extent to which the customer exposes it to a range of risk.

We identify the risk of the Individual or the given Entity based on that FI can send the Form and collect the necessary information.

Role:
- Worked as a Project and Product Team Lead.
- On the basis of Risk profiling sending auto Email and SMS based on the configuration settings to the Customers.
- Making wireframe and logic document for Internal Team to make them understand about business needs as well as requirement; interacting with Testing Team to maintain quality of the product as per client expectation.
- Prepared Logic document for integration with FI (Financial Institutions) taking declaration from their WEB and Mobile Portal.
- Assisting team member for smooth implementation.
- Ensuring the solution flexibility to meet the any compliance, business and technical changes.
- We built the mechanism to track whether the submission is pending then reminder emails will be send to the customers.
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Project Title: Centralized KYC (CKYC)
Description:
Central Registry of Securitisation Asset Reconstruction and Security Interest of India (CERSAI), set-up to act as and to perform the functions of the Central KYC Records Registry. The project includes receiving, storing, safeguarding and retrieving the KYC records in digital form of a client. It involves generating the Bulk Upload File (Batch) in CKYC expected format, tracking the status of individual records by reading response file and periodic response files.

Role:
- Worked as a Product Team Member
- Comprehending the data file structure, reading the response file and coming with logic so that same can be implemented in the system
- Conducting workshop with client's Business Team and IT Team to understand their current system and process
- Making wireframe and logic document for Internal Team to make them understand about business needs as well as requirement; interacting with Testing Team to maintain quality of the product as per client expectation
- Engaged in functionality overview for client through onsite visit or through WebEx sessions
- Prepared data integration document and API documents
- Assisting team member for smooth implementation
- Liaising between the client team and CKYCR Team for smooth implementation
- Ensuring the solution flexibility to meet the any compliance, business and technical changes.

Project Title: Aadhaar Collection.
Description:
Aadhaar is 12 digit unique identify number issued to all Indian Residents based on their biometric and demographic data. Government of India made this as a mandatory to link the Aadhaar number all their Accounts which is opened by the Financial Entity.

Role:
- Worked as a Project and Product Team Member
- We have prepared the Aadhaar Collection Form which we take the declaration from the Customers.
- We take the Aadhaar number and do the Authentication based on Name and DOB.
- Once the Authentication is Success we store the Aadhaar Number in HSM (Hardware Security Number) and the Reference token in the Database for the Future access if the Authentication is fail then we prepare the batch and send the Email to the Customers for resubmission of the Aadhaar Number.
- We built the mechanism to track whether the submission is pending then reminder emails will be send to the customers.
- Making wireframe and logic document for Internal Team to make them understand about business needs as well as requirement; interacting with Testing Team to maintain quality of the product as per client expectation.
- Assisting team member for smooth implementation.
- Ensuring the solution flexibility to meet the any compliance, business and technical changes.

Project Title: CKYC Legacy Data Collection
Description:
As per the Government of India all the regulatory has to submit the necessary information to CERSAI the regulatory does not have the mandatory data for the pre-existing customers.

Role:
- Worked as a Project and Product Team Member
- We have prepared the CKYC Legacy Data Collection Form which we take the declaration from the Customers.
- We have done the integration from the Internet Banking were internet banking will call our API and display the CKYC Legacy Data Collection Form to the Customers.
- We built the mechanism to track whether the submission is pending then reminder emails will be send to the customers.
- Making wireframe and logic document for Internal Team to make them understand about business needs as well as requirement; interacting with Testing Team to maintain quality of the product as per client expectation.
- Engaged in functionality overview for client through onsite visit or through webex sessions.

Project Title: Account Aggregator
Description:
The Reserve Bank of India has bring the Circular for Account Aggregator where the Aggregator will aggregate all our Financial Information in one roof.

Role:
- Worked as a Product Team Member
- We have prepared the Prototype contains Mobile App and Web Application how the software will function and the look of the application.
- We have prepared the API document and other such documentation which will able to carry out smooth functioning of the project.
- Account Aggregator act as an intermediary between customers and the Financial Institution.
- We have prepared how the customer will apply for the Account Aggregation with the consent based information to Financial Institution.
- We have also prepared how the Financial Institution will access Customer Financial Information.
- We have also prepared how the Customer can revoke the Financial Information given to the Financial Institution.