**Summary**

* **Senior** **Business Systems Analyst and Financial Investment Analyst** with **7+ years of experience** in **Trading application Financial Accounting, Banking, Investment, Mortgage and Insurance industry**
* Efficiently evaluate needs, implement and test efficiency of software, and served as **subject matter expert**.
* Consistently provide education for the user base in Lawson system functionality and usage to achieve maximum productivity with minimum overhead.
* **Analyze business operations, risks, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.**
* Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer and accounting technology.
* Extensively perform month-end closing, job costing, variance analysis, budget preparation, **fixed asset and CIP**, account reconciliation, corporate consolidation reporting, billing and collections, internal and external reporting, payroll and accounts payable processing, bank reconciliation, cash flow analysis and managing special projects.
* **Collaborate effectively with business manager to resolve variances, refine forecasts, and identify opportunities for improvement.**
* Excellent Knowledge of **Software Development Life cycle (SDLC)** and ability to work as a liaison
* Hands on experience writing **SQL Queries** for aiding in manual testing
* Strong in analytical and problem solving skills, excellent planning and multi-tasking abilities with proven experience in utilizing people and process knowledge to help enterprise make critical decisions.
* Excellent communication skills, leadership, management abilities, and team spirit.
* Strong experience in the functioning and operations of Call Centers.

**Core Competencies:**

* Software Training and Troubleshooting
* Data modeling and Database design
* ETL and ELT
* Project Customizations
* Strategic Planning and Analysis Financial Forecasting and Projections
* Software/Hardware Analysis & Enhancement

**Experience:**

**JP Morgan Chase, New York, New York Mar 2009 to Present**

**Business Analyst**

**GiveUps Processing:**

Project Description: GiveUps Processing is a strategic tool that replaces the tactical tool for GiveUp processing of the JP Morgan client trades. This tool checks every trade that **is input through the trade entry system for validity,** matches the trade and limit checks before it is booked in the system. However the tool is primarily used for **Credit Derivatives products**. This was BPA and BPR project where IBML Bus was used to transfer data between various applications and also common gateways were used across the organization.

* Conducted **JAD** for better understanding of functionalities of the system and redefined business rules that govern the system based on inputs from end client.
* Prepared **Use Case** Diagrams and Work flow diagrams using **MS Visio** to define the business process.
* **Lead all internal and external audits as well as implement and track action plans to mitigate identified risks**
* Implemented and designed Key Risk Indicator Report, Collateral management Facility, Dashboard Report, Scorecard Report and Service Level Agreements for Executive Management Team and vendors.
* Prepared the **Functional Specifications** document based on the understanding of the existing functionalities and defining new functionalities.
* Communicated frequently with all team members and stakeholders and followed up when required to ensure project timelines are met and success was ensured.
* Interacted with testing team to create Test plans, Test Cases – Functional and Regression and test scripts. Also assisted with executing the same.
* Query data from the backend database and writing relevant procedures using **SQL** to aid manual testing.
* Reconciled real time data between two systems after the **trade** is booked. Also generated reports for end users using Crystal Reports.
* Developed Training material and assisted Customer Service Representatives (CSR) with training and communication for effective real time trading using the reengineered application.
* Interacted with the developers on resolving the reported bugs and various technical issues.
* Involved in preparing an easy-to-understand yet detailed User manual for the application, for an intended novice user.

**Brown Brothers Harriman (BBH), Boston, MA Feb 07 – Feb 09**

**Business Analyst**

BBH is a privately held partnership involved in **commercial banking, trading, global custody, investment management, mergers and acquisitions advisory services, foreign exchange and equity brokerage for institutions and private equity investing**. The project was to integrate the Back End Portfolio Accounting System with the Front End Portfolio Management Application to provide real time account information to the Portfolio Managers and helping them to make better trading decisions.

**Responsibilities:**

* Was responsible for gathering and analyzing **business requirements**, margin management, **functional specifications**, project schedules, documentation and test plans.
* Member of the Internet Team charged with mitigating **risks** surrounding the roll out of project.
* Identified areas of significant **risk** and process inefficiencies
* Presented alternatives for mitigating known risks, enhancing work flow and improving quality while reducing resources required.
* Assessed, aggregated, and prioritized **operational risks** throughout organizations
* Held **JAD** sessions to collect the software requirement specifications (SRS) and used **Requisite Pro** to maintain the requirements.
* Develop the test plan, test conditions and test cases to be used in testing based on business requirements, technical specifications and/or product knowledge.
* Designed and implemented basic **SQL queries** for QA testing and report / data validation.
* Assisted both the **QA and UAT teams** in the building of Test Case, Use Cases.
* Worked with developers to identify design and development errors.
* Functionality and Regression Testing on new builds after bug-fixing.
* Assisted in development of training materials for new technology and process improvements.
* Monitoring various project milestones, deliverables, resources and environments.

**Environment:** Oracle 10g RDBMS, EDI, Sunopsis (ETL Tool), , SAS, BRIO, Hyperion, Teradata, Data warehouse, ERwin Data Modeler, Metadata, Data dictionaries, MS SQL server, PL/SQL, DOORS, TOAD, Visual Basic, MS Visio, MS Project, Windows XP, MVS, Unix, MS-Office tools

**Providian Financial Services, NJ Jan 2006- Jan 2007**

**Business Systems Analyst**

**Project: Market Metrics**

Providian **Financial Services** is a division of Seattle, WA-based **Washington Mutual**. The Market metrics project included gathering detailed information and analysis of project portfolio activities for Marketing and sales on UNIX and Windows NT to include modeling/segmentation and identify sensitivities within strategies and determine the impacts to portfolio performance.

**Responsibilities:**

* Created, optimized, reviewed, and executed Teradata **SQL test queries** to test transformation rules used in source to target mappings/source views, and to verify data in target tables
* Extensive use of internal and external databases (i.e. Data Warehouse Tables, SAS File Aid and File Layout are used) to research, and problem solve, for debugging adhoc programs
* Involved in designing User Interfaces for developing prototypes
* Perform project **risk assessments** and work with stakeholders to develop **risk mitigation** plans.
* Responsible for all **risk management, business analysis, financial analysis and project planning activities** for the project
* Obtained **derived requirements** across multiple systems, resolved problems due to dependencies between systems and conflicting requirements
* Developed **Functional Specifications** and Testing Requirements
* Assisted in defining Interfaces between systems using Interface Control Document
* Identified the **Business risk,** prioritized Feature Sets, base lined **acceptance criteria and deliverables**
* Performed **Feasibility, Adaptability and Risk Analysis** to identify business critical and high-risk areas of the application
* Used **Rational Clear Quest** to track bugs and system enhancements
* Involved with theQA teamto develop and review Testing Strategies and Test Plans
* Maintained defect log to track bugs found by QA team and ensured resolution by working with developers
* Conducted research and analysis to compare available solutions providing Index update services
* Actively involved in walkthroughs and meetings with development team to discuss related issues
* Prepared User Manuals, Conducted presentations on a walk-through of the new system

**Environment:** UML, RUP, ERwin, Requisite Pro, Rational Rose, Oracle 10g, Data warehouse, PL/SQL, Teradata, SAS, BRIO, test director, Java, MS Office, TOAD, Cognos, MVS, UNIX, MS-Visio.

**Fidelity Investment, Cincinnati, OH Apr 2005- Nov 2005**

**Business/Investment Analyst**

**Trade Order Management (TOM)**

The project involved developing an automated system to **track trade initiation** till clearance. The primary objective was to incorporate reference database**, trade validity, trade messaging**, custody, tactical corporate action and clearing confirmation. Besides, portfolio managers can check their **trade status** and send queries for their unsettled trade using existing record keeping system.

**Responsibilities:**

* Gained knowledge of the **financial domain including Equity, Mutual Funds, Bonds trading and processing.**
* Worked with Quality Assurance team, Development and Interfacing teams to define quality assurance goals for **System Integration Test (SIT) and User Acceptance Test (UAT)** environments
* Participated in QA Team meetings, walkthroughs and weekly QA testing reviews to report status on testing
* Conducted **User training sessions** to familiarize users with the proposed changes to the system
* Worked with the Project manager to create metrics, reports and project schedules using MS Project and MSPowerPoint for weekly meetings to the Project and Management teams
* Meeting with business users and defining **functional business requirements**.
* Performed in-depth analysis of the system’s organizational structure, services and processes
* Defined and documented **business requirements**.
* Assisted in project documents such as **Vision Document, Use Case Documents, Gap Analysis, Software Requirements Specification (SRS) Document, and Glossary Document**.
* Designed Business Process Flow (as-is system) and System Process Flow (to-be system) Diagrams using **MS Visio** to better understand the daily flow of the business.
* Designed **Use Cases** for the intended system.
* Gained working knowledge of Reuters and Magic Charts systems.
* Assisted in creating the Project Management Plan using MS Project.
* Responsible to liaison between **technical and business teams** for meeting customer requirements such as documenting errors and incorporating software enhancements, on a scheduled basis.
* Assisted in **Risk Analysis and authored a Risk Management Plan**
* Provided feedback to the development team to facilitate modifications necessary before the final rollout
* Assisted in creation of training manuals and in delivering user training.

**Environment**: Oracle, UML, MS Project, MS Excel, MS Word, MS PowerPoint, Java, and MS Access, Reuters, Magic Charts.

**Liberty Mutual, Indianapolis, IN Aug 2004 –Feb 2005**

**Business Analyst/Data Analyst**

**Commercial Lines Program**

Liberty Mutual being one of the top five property & casualties insurers in the US has alliances with healthcare providers to manage disability care along with offering homeowners and **auto** **insurance**, **commercial insurance** and **risk services**, **personal insurance**, individual life products, group products, **financial services**, and international services. Other services include **risk-prevention** services (analyzing work sites and practices for safety), consulting. The Commercial Lines Program contains several large projects including the Commercial Lines System Replacement (CLSR) Project. The main objective of the CLSR Project is to replace the existing AQS/Mecca system.

**Responsibilities:**

* Involved in reviewing **use-case specification** documents with **use-case** authors across multiple projects to enable cross-project integration.
* Responsible for integration & compiling of **use-case** **specification**, supplemental specification, UI **Functional specification** documents across multiple projects to develop process flow diagrams using Visio
* Involved in **use-case** reviews with QA to facilitate test-scripts' composition
* Developed support strategy for Issue, Enhancement & Defect Tool Management Process for timely resolution.
* Performed in-depth Current State, **GAP Analysis** of multiple projects on the program level in order to devise remediation plan strategy during Elaboration Stage
* Analyzed and identified gaps in existing system comparing and contrasting with documented **business requirements**, as-is system and the to-be system
* Reviewed charter **documents/Business Requirements Documents** for tagging and tracing to **Use-Case**, Supplemental, UI **Functional Specification** documents
* Developed guidelines using **RUP** for multiple levels of traceability across projects on the program level & involved in constructing a cross-project **Traceability Matrix** using **Requisite Pro**.
* Developed Document Roadmaps for existing documentation available to Business, Architecture, IT, QA to enable centralization of resources
* Involved in devising strategy for **Requirements Management** Plan for current & future iterations
* Provided support to identify, determine and resolve existing and **potential risks/issues**, to facilitate evaluation of expected time-frame for successful and timely completion of project/program level deliverables
* Constructed Process Flow Diagrams using **Visio** as per program level Scope Document for core business process walkthroughs for integration, with Business, IT, Architecture & QA.
* Reviewed **Use case** Maps for project level functionalities as defined in Scope document on the Program Level Identified, reviewed and assessed critical areas during **gap assessment** to facilitate go-forward strategy.
* Developed support documentation (process flows, UI Specs) for system walkthroughs for the to-be system during deployment.
* Performed Impact Analysis with regards to issues that were pending resolution as documented in the **Risk List** for developing Contingency Plans

**Environment**: Windows XP, RUP, Rational Suite (Rational Rose, Requisite Pro, Clear Quest, Clear Case) MS Office (Word, Excel, Power-point, Visio, MS Project).

**Schonfeld & Company, Jericho, NY Jan 2004 – Jun 2004**

**Systems Data Analyst**

**Asset Allocation and Portfolio Optimization**

The project focused on asset allocation and portfolio optimization for advisory services started by the company. **Investment** advisors can use the tool to provide guidance to their clients keeping in view their **risk tolerance, financial** goals and resources.The tool allows the **investment** advisors to choose between various different investment options for their clients including **stocks, mutual funds, bonds, exchange traded funds and cash**.

**Responsibilities:**

* **Interacted with all the stakeholders** to understand the existing business process and **gather business requirements**.
* Conducted user interviews, brainstorming sessions, and **JAD sessions** to create **Activity and Sequence diagrams using MS Visio**
* Collaborated with team lead and project manager to create Work Breakdown Structure using MS Project
* **Developed prototype application** models to illustrate and document system functionalities using MS Paint, Macromedia and MS PowerPoint.
* Prepared the **Requirements** list detailing the pre-existing system features, new features and enhancements to existing features and assigned priorities to the features
* Created **Use-Case** Models to depict the high level **functional requirements** of the system and the relationships between them using **Rational Rose**
* Created **use-case** documents using **RUP** templates and identified preconditions, post conditions, triggers, assumptions, and special requirements of each **use case**
* Interacted with Compliance department to understand the **Business Rules**
* Conducted highly interactive **JAD sessions** with project’s stakeholders such as users, QA analysts, and project management team, identifying and resolving issues
* Lead Project Status meetings to update senior management and other stakeholders on the progress, issues and deliverables of the project

**Environment:** UML, Rational Rose, RUP, Rational Requisite Pro, Macromedia Suit, Microsoft Project, Microsoft Visio, Microsoft PowerPoint & Paint, Oracle 9i, HTML

**ABN AMRO, India Jan 2002 – Nov 2003**

**Data Analyst**

**Project: Customer Database Enhancement**

ABN AMRO is an **international bank** with European roots, having a clear focus on consumer and commercial clients in local markets and focus globally on select multinational corporations and **financial institutions**. The project involved analysis, development, implementation, and evaluation of a third-party validation and data cleaning on 100 million records of consumer **credit account** summary data. Task involved working with very large datasets, developing blocking methods. It was also involved in the design and implementation of statistical reporting processes, regular data collection, and analysis report to management. The application was developed in UNIX environment with oracle.

**Responsibilities:**

* Reviewed charter documents/**Business Requirement** Document for tracing to **Use-Case** & SRS documents.
* Participated in **JAD sessions** with legacy system users to understand business process
* Interacted with Stakeholders and **Subject Matter Experts (SMEs)** such as Loan Officers, Processors and Managers for **Requirements Gathering**; Reviewed **Use Case** & Interaction Diagrams using **Rational Rose** with prioritization of functionality ; Authored SRS, **Use-Case** Document
* Analyzed, documented, managed requirements and changes to requirements throughout Inception & Elaboration phase of the **SDLC** process using **Rational Requisite Pro**
* Coordinated with Project Manager to draw and revise timelines for accomplishing tasks and identifying resources
* Assisted in creating Project management plans for managing on time delivery using MS Project along with writing test cases, unit and systems integration test plans.
* Involved in **use-case** reviews with QA to facilitate test-scripts composition, Conducted Manual Testing.
* Conducted **JAD sessions** to determine **potential risk/issues with SMEs** to facilitate proper method of combating possible circumstances
* Involved in devising strategy for **Risk/Requirements** Management Plan for current & future iterations
* Involved in Updating User Manual and creating User Training Guides using Microsoft PowerPoint.
* Created **SQL queries** to retrieve manipulate and analyze data.

**Environment:** Rational Requisite Pro 2002, Microsoft Visio 2003, RUP, Microsoft Excel, Microsoft Word, Microsoft Project, Microsoft PowerPoint, Visual Basic, Microsoft ActiveX.