**Himani**

**516-668-1673**

To make a contribution in a team environment utilizing my proven abilities as a Business Analyst by working independently and as a team member in designing, developing, and implementing innovative business process and system solutions using new approaches, technology and training.

**PROFILE**

* A **Business Analyst** with over 8 years experience with an understanding of Business Process Flows, Case Tools, and Business Analysis.
* Experience in full **Software Development Life Cycle** (**RUP, Waterfall, Spiral & other SDLC implementation**).
* Extensive experience of **Connect Direct** support on multiple platforms like Tandem, Unix, MVS, z/OS (OS/390), and NT.
* Experience with Encryption technologies like **SSH**, **SSL**, **HTTPS**, **OPEN FTP** with **PGP.**
* Extensive knowledge in **Requirement Gathering Analysis** through user interviews, workshops and existing systems documentation and procedures.
* Instituted data transmission (using FTP) schedules for both highly sensitive and general financial services.
* Experienced in multiple system design and modeling methodologies such as **Rational Unified Process- RUP.**
* Determining Task Dependencies, Identifying Milestones & Monitoring Critical Paths using Gantt Charts, Resource Plans (Schedule & Allocations), Network Diagrams and Entity Relationship Diagrams (ERD).
* Proficient in interacting with business users to identify information needs and initiating process changes and creating **Use Cases**, **Use Case diagrams**, **Activity Diagrams, Class diagram, Sequence diagram**  based on **UML** methodology using tools like **Rational Rose** and **MS Visio**
* Experience in conducting **Joint Application Development (JAD)** sessions for requirements gathering, analysis and design.
* Worked on Financial Models and Accounting procedures i.e. SOLOMON, Minitab.
* Worked with **Cognos** software to increase customer, product and channel profitability, manage and reduce risk, address compliance issues, and improve the predictability of financial performance of the organizations.
* **Project management** experience includes client management, customer interaction, scope definition, project planning, and change control, integration and release management.
* Generated **Traceability Matrices** to ensure that all the requirements are covered by the test cases
* Creating **Work Breakdown Structures (WBS),** Project Schedules and Project Timelines
* Well versed in documentation of **Product Definition Document** (PDD), **Business Requirements Documentation**, **SQL Server Reporting Services** **(SSRS)** and **Functional System Documentation (FSD).**
* Experience in conducting **GAP analysis, User Acceptance Testing (UAT), SWOT analysis, Cost benefit analysis and ROI analysis**
* Strong experience in project management tools like **MS-Project** for status reporting and project planning.
* Good analytical and communication skills and ability to work independently with minimal supervision and also a great team player.
* Effective Project Scope Change Management and Configuration Change Management
* Organized weekly Project Status and Task Review meetings
* Created PowerPoint presentations and project updates using MS Project for management review

**Technical Skills**

**Operating Systems :** Microsoft Windows 2000/XP/NT, Unix, MVS, z/OS (OS/390)

**Databases :** MS SQL Server 2000, MS Access and Toad

Tools : Connect: Direct (NDM), Secure FTP, PGP, PKI, SSH, SSL, Open FTP,

Tumbleweed

**Languages :** SQL and UML, Oracle Certified, SAS, C++

**Internet Technologies :** HTML, XML and HTTP

**Software :** MS PowerPoint, MS Project, MS Visio and MS Web, SOLOMON, Minitab, CAD

**Web Technologies :** Microsoft FrontPage   
**Quality Management :** QuickTest Professional, Test Director and Bugzilla

**Multimedia :** Adobe Photoshop, Quark Express

**Methodologies/ Frame work :** Rational Unified Process (Rational Rose, Requisite Pro, Clear Case, Clear Quest), Data Modeling, Business Modeling, Use Case Diagrams, Sequence Diagrams and Activity Diagrams.

###### PROFESSIONAL EXPERIENCE

**HSBC (The hongkong shanghai banking corporation), NY**

***October 2008 – Present,***

***System Analyst***

***Wholesale Banking Division***

HSBC Holdings plc. Is a leading bank in commercial banking and Global Banking. The bank has a diverse portfolio in terms of its operations i.e. Personal Financial Service, Commercial Banking, Global Banking and Markets, Private Banking. The Project involved working on a Financial Model- “WACC (Weighted Average Cost of Capital) Calculator”. With the onset of this project, the company was able to calculate the right mixture of leveraging schedules i.e. Debt/Equity, for profitable operations and further investment requirements. The project scope also included the transfer of files from various financial SORs (Source of Revenue) to the WACC Calculator.

***Responsibilities:***

* Interviewed Financial Advisors and various Financial Analyst to gather business requirements, wants/ needs concerning the project and documented the requirements i.e. **BRD**.
* Conducted **JAD Sessions** to show the effects of Cost of Debts, Cost of equity and SML (Security Market Line).
* Involved in **SDLC** including requirements gathering, designing, developing, testing, and release to the working environment. Developed and maintained **Requirement Traceability Matrix (RTM).**
* Performed thorough **GAP** Analysis to check the compatibility of the existing software functionalities with the new business requirements.
* Used **SSRS** for remote monitoring and management of servers for copying files from local WACC server to the remote host that hosts the GUI for the end user.
* Applies **Cognos 8 BI** and used their existing data investment to identify, report on and analyze costs of trade, staff performance, risk management, branch profitability, loan performance, customer profitability and more.
* Performed **business process mapping** for change requests and new requirements.
* Attended meetings with the Financial Analyst and technical lead to discuss the enhancement issues and bridge the gap for future design modifications.
* Responsible for gathering requirements, writing functional specifications and use cases for the application.
* Analyzed, documented and managed requirements as well as changes to requirements using **Rational Requisite Pro**.
* Developed **use case diagrams, use case models** and **class diagrams** based on **UML** methodology.
* Utilized **Rational Unified Process (RUP)** to configure and develop process, standards, and procedures.
* Prepared the **Regression Test** list for the QA Team.
* Conducted **UAT** in the final phase of software development process to check the functionality of the software.
* Mentor staff on Connect: Direct troubleshooting and configuration.
* Reported and developed progress plan of the **financial model** and the **file transfer protocol** to the senior management for review.

**Environment:** *Java 2.0, C Sharp, Sun Solaris, JDBC, Sybase, MS Visio, MS Project, NDM (Connect: Direct), Connect: Direct Secure+, sFTP, Tumbleweed (Secure FTP solution), SSH*

**CApital one Financial corporation, New York City, NY**

***December 2006 – October 2008***

***Sr. Business Analyst***

Capital One Financial Corporation, through its subsidiaries, provides various financial products and services to consumers, small businesses, and commercial clients. The company offers commercial and consumer loans, commercial and consumer deposit account services, commercial credit cards, treasury management services, trust services, and other banking related products, such as insurance, brokerage services, merchant services, and investment banking, as well as provides money market and certificate of deposit accounts through Internet channels. The project involved setting up of direct deposit of the Payroll Department for Capital One’s clients, this involved setting up of ACH gateway. Our team was also responsible for design of SSH functionality using batch processes for data transfer from various systems and SSH for remote monitoring and management of servers for copying files from local server to remote host.

***Responsibilities:***

* Managed requirements from system users and preparation of business requirement documents using Rational Requisite Pro that provided appropriate scope of work for technical team to develop prototype and overall system.
* Created UML based diagrams using Rational Rose and MS-Visio for Use Cases and Activity Diagrams, for better understanding of the layout of the new process.
* Gathered the functional and business requirements by conducting **JAD** sessions and participatory Design Sessions involving major leads from the Technical Department.
* Used **SSRS** for remote monitoring and to prepare and deliver a variety of interactive and printed reports
* Used **Cognos 8 BI** to aggregate risk (credit, operational, market, country) data from multiple silos, diverse business lines, all regions and across the organization to deliver enterprise risk reporting
* Performed data conversion, stratification and quality control testing of interim and final data and preparation of all reports and **data transmissions** to client for projects
* Extracted data from Oracle into temporary tables in order to cleanup and standardize column entries for re-import into new Oracle data structures. Used extensive ad-hoc queries to create/modify/delete data
* Responsible for researching and writing functional specification documents for custom Lotus Notes database projects for Capital One ACH (CIF, 2 new databases).
* Worked extensively on Static, ad hoc, automated and dynamic Hyperion Essbase reporting.
* Developed a Hyperion Essbase reporting solution to facilitate a more efficient ways of reporting process.
* Gathered requirements and participated in database design and development as well as report design and development, testing plan co-development and quality assurance.
* Generated Executive Problem Management Reports in excel with Essbase.
* Extracted data from Oracle into temporary tables in order to cleanup and standardize column entries for re-import into new Oracle data structures. Used extensive ad-hoc queries to create/modify/delete data.
* Oversaw the implementation of Encryption Gateway Server of **Managed File Transfer platform** supported via protocols like PM4Data, **SFTP**, **Connect Direct** Desktop, and SSL VPN Max infrastructure.

**Environment***: SQL loader, MS Visio, MS Project, TOAD Manager, Quick Test Pro 8.2, Bugzilla, Oracle 9i, Business Objects XI R2, Essbase 5/6, Hyperion, SSH, sFTP.*

**Citibank, New York City, NY**

***November 2004 – December 2006***

***Sr. Business Analyst***

Citigroup Inc., a global financial services company, provides consumers, corporations, governments, and institutions with a range of financial products and services, including consumer banking and credit, corporate and investment banking, securities brokerage, and wealth management. The Project involved incorporation of a GUI (Graphical User Interface) which could incorporate Citibank’s portfolio in terms of investment and market standing in comparison to the peers, this was an in-house project. The Project also involved in linking the real time quotes to the GUI.

***Responsibilities:***

* **Fixed Income, Bonds and Bond Trading Cycle Bond Pricing, Equities, Trade Cycle, Derivatives (Options and Futures), Portfolio Management, Sales and Marketing.**
* Implemented the entire **Rational Unified Process (RUP**) methodology of application development with its various workflows, artifacts and activities.
* Contributed to provide test cases for **linking strategy** of the real market trends to the **GUI.**
* Set up a platform with security including meeting requirements for **transmission of sensitive** Financial information
* Meeting SOA requirement standards for secure backup of information and **data transmissions** as well as providing secure access from remote locations.
* Conducted user interviews in house -house, gathered requirements, analyzed the requirements, and managed it using **Rational Requisite pro.**
* **Gathered Business Requirements**. Interacted with the Users, Designers and Developers, Project Manager and SMEs to get a better understanding of the Business Processes, and analyzed and optimized the process.
* Analyze business requirements and segregated them into **Use Case Diagrams, Activity Diagrams**, **Sequence**

**Diagrams,** and **OOD** using **Rational Rose** according to UML methodology thus defining the Data Process Models.

* Responsible for preparing **Business Requirement Document (BRD**) and then translating into functional specifications and **test plans**. Closely coordinated with both Financial Advisors and IT developers for arriving at a mutually acceptable solution.
* Documented and delivered **Functional Specification Document** to the project team.
* Used **SSRS** for remote monitoring and to prepare and deliver a variety of interactive and printed reports
* Applies **Cognos 8 BI** and used their existing data investment to identify, report on and analyze costs of trade, staff performance, risk management, branch profitability, loan performance, customer profitability and more.
* Used **MS Project** to manage schedules, deadlines and resources and collaborate on the project.
* Integrated **Rational RequisitePro** with **Rational Rose, Rational Clear Quest** and **Clear Case** to provide the visibility to the teams and maintain tractability among Requirements, Use Cases, Change Requests and Configuration Changes.
* Interacting with the developers on resolving the **reported bugs** and various technical issues.
* Assisted the QA team in designing the **Test Plan** and **Test Cases** for **User Acceptance testing**

**Environment***: UML, RUP, Rational Rose, Rational Requisite Pro, MS Office (MS Word, MS Excel, MS PowerPoint, MS Visio,), Visual Basic, Win Runner, Test Director, Windows 2000, Java, J2EE, Oracle 9i.*

**BOSTON SCIENTIFIC CORP. NATICK, MA**

***January 2003 – November 2004,***

***Business Analyst***

For more than 25 years, Boston Scientific has advanced the practice of less-invasive medicine by providing a broad and deep portfolio of innovative products, technologies and services across a wide range of medical specialties*.* Assignment was to craft and update documents per FDA standards during formal audit process of Global Complaints System (GCS2) and SAP Module.

***Responsibilities***

* Liaised with business and functional owner during risk engineering and high-level review sessions to derive and execute action plans, meeting deadlines and standards.
* Interfaced with business users to prepare and update Business **Requirements Document (BRD)** and **Software System Requirements (SSR)**. Created test cases and test scripts.
* Ensured all artifacts complied with corporate **SDLC** Policies and guidelines.
* Prioritized outstanding defects and system problems, ensuring accuracy and deadlines were met.
* Performed **GAP analysis** of business rules, business and system process flows, user administration, and requirements. Ensured cGMP and compliance requirements (Title 21 CFR Part 11) were met.
* Developed use case with UML for new product functionality. Updated SOPs and WIs.
* Used **SSRS** for remote monitoring and to prepare and deliver a variety of interactive and printed reports
* Used **Cognos 8 BI** to replace cumbersome spreadsheet-based systems with flexible, connected planning software that reduces forecasting, consolidation, close and reporting cycles by days or weeks.
* Documented Software System Requirements (SSR) and BRD for SAP R/3 4.7 and BW teams.
* Updated System Change Request (SCR) forms for Product Data Management (PDM).
* Traced test cases and functional specifications to SSRs and BRDs using DOORS.
* Applied change requests, versions, and addendums.

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**Environment:** *Windows Server 2003, IIS, Tomcat, Sparta System’s TrackWise (J2EE), Crystal Reports, Oracle 10g, Solaris, and EMC SAN*

**Open link Financials, Uniondale, NY**

***December 2001-January 2003***

***Business Analyst***

Open Link Financials provides constantly evolving market solutions to a global client base that includes energy marketers, banks, central banks, insurance companies and corporate treasury departments, hedge funds, asset managers, and public utilities. The Project involved information reporting of the potential profit overseen, by leasing the company’s *Findur* and *Endur* Applications to other companies. Analysis included NPV (Net Present Value), IRR (Internal Rate of Return), Payback time calculations. These Analysis were sent to the treasury department for evaluation of the budget.

***Responsibilities:***

* Played an active and lead role in gathering, analyzing, and writing business requirements.
* Collected and documented business processes as well as business rules.
* Translated the **business needs into system requirements** and communicated with the business on a non-technical level.
* Documented the **Functional Specifications Document**.
* Adopting **Rational Unified Process (RUP)** methodology with emphasis on its six best practices for iterative and incremental development. Planned all the **RUP** iterations and documented the artifacts throughout various phases. Conduct analyses of Business requirements and System specifications.
* Developed **Use Cases,** Activity Diagrams, Sequence Diagrams.
* Analyzed Net Present Value of the project implemented.
* Conducted Detailed analysis on the company’s **IRR** (Internal Rate of Return), and the ripples due to the Project.
* Assisted in building a business analysis process model using Rational Rose and **Visio**
* Conducted **JAD** sessions between the end users and the development team.
* Used **SSRS** for remote monitoring and to prepare and deliver a variety of interactive and printed reports
* Used **Cognos 8 BI** to manage multiple reporting and consolidation standards such as IAS, Basel II and U.S.-based GAAP; inter-company elimination and reconciliation; multicurrency translation; complex ownership calculations, and financial consolidation rules.
* Assisted the PM in setting realistic project expectations and in evaluating the impact of changes on the organization and plans accordingly.
* Developed timelines for project delivery, and **managed projects and resources** to successful completion.
* Conducted project related presentations and provided reports to the higher management

**Environment:** *UML, RUP, Rational Rose, Rational Requisite Pro, MS Office (MS Word, MS Excel, MS PowerPoint, MS Visio,), Visual*

**EDUCATION**

***M.B.A. Finance***

*Hofstra University*

*Hempstead, New York*

***B.A. Mathematics(Hons.)***

*University of Delhi*

*Delhi, India*

**REFERENCE**

Available on Request