

CURRICULUM VITAE

Introducing

Personal details

Full names:	Sebastien Tau
Position applied for:	Lead Business Analyst
Nationality:	South African
ID number:	8001075352088
EE Profile:	African Male
Languages:	English
Area of residence:	Johannesburg
Date of birth:	07 January 1980
Notice Period:	One calendar month
Rate/Salary:	R <i>(Bill rate to Nedbank which is inclusive of the pay rate to the Contractor)</i>

Executive summary

Overview:

Sebastian's career in Business Analysis started in June 2005 where was given an opportunity as a Business/ System Analyst. He has since grown and now presents himself with 12+ years as Senior Business Analyst. He has worked using Agile Methodologies for the past 8 years and has recently been certified as a Scrum Master.

At NSFAS he got the opportunity to Lead as a BA and as also had the opportunity at other companies to lead junior BAs. He is a confident individual who believes communication is key for success and would add great value to any organisation.

Qualifications

Qualification	Institution	Date
National Diploma-Information Technology	Central University of Technology	1999-2004
National Senior Certificate (Matric)	Kasselsvlei Comprehensive High (Cape Town)	1996

Certificate/Training
<ul style="list-style-type: none"> • Software Support Career Diploma (4 Distinctions) • Personal Information Management Certificate • Crystal Reports Certificate • Remedy Developer Training • Nimbus • Agile Training • Advanced Business Analysis Programme (Business Analysis Diploma) • Enterprise Architecture – Sparx • TOGAF Level 1 • Aris

Career summary

Company	Position	Start date	End date
Freelance	Senior Business Analyst	2022/09	Current
Transaction Junction (Blue Label Telecoms)	Senior Business Analyst (Payment Services)	2022/02	2022/08
Clicks Group Limited	Senior Business Analyst	2021/05	2022/02
Shoprite Checkers Pty Ltd	Senior Business Analyst	2019/06	2019/12
NSFAS	Senior Business Analyst	2017/09	2019/03
SBV	Senior Business Analyst	2014/01	2017/06
First National Bank (Business Banking – Merchant Services)	Senior Business Analyst	2011/06	2013/12
Dunns/Pepkor IT	Senior Business Analyst	2008/10	2011/03

Proudly a Level 1 B-BBEE Company

Company	Position	Start date	End date
Accenture S.A (Outsourced at Edcon) – Retail	Business Analyst (Supply Chain)	2007/10	2008/10
First National Bank (Speed Point Division)	Business Analyst (Base 24)	2007/05	2007/09
First National Bank (Speed Point Division)	Business Analyst / System Administrator (Remedy)	2005/06	2007/04
First National Bank (Speed Point Division)	Customer Service Technical Support	2004/12	2005/05
Red Cross Children's Hospital	Project Manager (Programmer)	2004/01	2004/08
Telkom	Call Centre Representative (Day Shift)	2004/04	2004/11
UTI Sun Couriers	Data Capturer (Night Shift)	2004/04	2004/11

Skills summary

Skill name	Skill level	Years
Leadership and Mentoring	4	8
Stakeholder Management	4	10
Business Analysis	4	10
Project Management	4	8
Team Management	4	8
Communication	4	10
Facilitation	4	10
Data Analytics	3	
Compliance	4	10

Skill name	Skill level	Years
Problem Solving	4	10
Business Planning	4	8
Business Documentation and Processes	4	10
Agile Methodology	4	8
Innovation	4	10
Jira	4	8
Visio	4	10
SQL	3	5
SAFe Certified	2	1

Skill level key	
Appropriate training only	1
Limited practical experience	2
Solid practical experience	3
Extensive experience	4
Expert	5

Detailed career history

Company name	Freelance		
Job title		Start date	End date
Senior Business Analyst		2022/09	Current
Summary			
<ul style="list-style-type: none">Perform BA tasks and produce necessary and required outputs.			
Reason for leaving	Ongoing		

Proudly a Level 1 B-BBEE Company

Company name	Transaction Junction (Blue Label Telecoms)		
Job title		Start date	End date
Senior Business Analyst (Payment Services)		2022/02	2022/09
Summary			
<ul style="list-style-type: none">• Documentation, project meetings, investigations• Business re-engineering (Visio)• Lead Business Analyst in priority project under the General Manager of Financial Services• Worked on the following projects: Prepaid Electricity@POS, APIs, OBC Integration, Efficacy, Billing• Gap Analysis and Process Re-Engineering• Documenting the As-IS store processes• Weekly feedback and planning meetings			
Reason for leaving	Contract ended		

Company name	Clicks Group Limited		
Job title		Start date	End date
Senior Business Analyst		2021/05	2022/02
Summary			
<ul style="list-style-type: none">Documentation, project meetings, investigationsBusiness re-engineering (Visio)Lead Business Analyst in priority project under the General Manager of Financial ServicesWorked on the following projects: FNB and RMB on boarding as an acquirer.Documenting the As-IS store processes.Daily Scrums to provide feedback to project team. (Agile)			
Reason for leaving	Resigned		

Company name	Shoprite Checkers Pty Ltd		
Job title		Start date	End date
Senior Business Analyst		2019/06	2019/12
Summary			
<ul style="list-style-type: none">• Documentation, project meetings, investigations• Business re-engineering (Aris, Visio)			

<ul style="list-style-type: none"> • Lead Business Analyst in priority project under the General Manager of Financial Services • Worked on the following projects: Gift Cards (Spotify, Stellr), Insurance, Mobile, Banking • Daily Scrums to provide feedback to project team. (Agile) • Assist in compiling weekly executive reports 	
Reason for leaving	Contract ended

Company name	NSFAS		
Job title		Start date	End date
Senior Business Analyst		2017/09	2019/05
Summary			
<ul style="list-style-type: none">• Documentation, project meetings, investigations• Business re-engineering (Sparx, Visio)• Liaise with different stakeholders from end-users to management to external clients (Institutions, i.e. TVETS and Universities, Banking Institutions, CelBux, Students, Funders)• Worked on a payment programme, i.e. to pay students via bank cards (BA, PM)• Re-Engineering the "Disbursement Process" Project which is key• Daily Scrums to provide feedback to project team. (Agile)• Assist in compiling weekly executive reports• Integration with Standard Bank			
Reason for leaving	Contract ended		

Company name	SBV		
Job title		Start date	End date
Senior Business Analyst		2014/01	2017/06
Summary			
<ul style="list-style-type: none">• Documentation, project meetings, investigations• Business re-engineering (Sparx, Visio)• Liaise with different stakeholders from end-users to management to external clients• Assigned to 3 projects as a BA and PM due to resource constraints. With budgets ranging from R100k to R6m• Documented Business Requirements and Functional Requirements Specification.• Manage SLA Agreements for some of our external vendors• Provide weekly feedback to the BA Manager and project management forum• Capable of working on multiple projects as a BA or PM or both on a single project• Worked on programme as a Business Analyst and its estimated at R30m			
Reason for leaving	Restructuring		

Proudly a Level 1 B-BBEE Company

Company name	First National Bank (Business Banking – Merchant Services)		
Job title		Start date	End date
Senior Business Analyst		2001/06	2013/12
Summary			
<ul style="list-style-type: none">• Documentation, project meetings, investigations• Business re-engineering (UML/Use Cases/Protos/Visio/Mind Manager)• JAD Sessions with the different departments e.g. mainframe, ISS (Security), Issuing, System Architect etc depending what the project requires• Documented Business Requirements and Functional Requirements Specification for a Billing Rewrite project• Implemented SFTP project between Edcon and First National Bank. Assisted with testing and managing the project. Supported pilot period• Worked on a Contactless Project. Second in the country• Put in extra hours to meet dead lines• Provide weekly feedback to the BA Manager and project manager• Capable of working on multiple projects as a BA or PM and BA• Resource on an End-To-End Encryption between FNB and Engen project which was the first in the banking industry in South Africa			
Reason for leaving	Contract		

Company name	Dunns/Pepkor IT		
Job title		Start date	End date
Senior Business Analyst		2008/10	2011/03
Summary			
<ul style="list-style-type: none">• Junior Business Analyst reporting to me• Liaise with UCS with regard to the hand over process that is currently taking place• Assigned to a project (Merchant and POS) as a Test Analyst and Business Analyst and ensure that what is being developed on the new platform is what is currently being used by the users (UCS File System)• Business re-engineering / Gap Analysis (Use Cases/UML/Visio). Because of the gap between the Functional Spec and Technical Design document, I have to perform a gap analysis.• Played a BA and Test Analyst role because of limited resources.• Conduct UATs with different departments, e.g. Music, Merch, Virtual Vouchers,• Facilitate testing with external counterparts (SQL to manipulate data)• Report regularly to the I.T. Manager and project sponsor about the status of the project• Implemented a RICA project for Dunns/DFX (Pepkor)			
Reason for leaving	Retrenchment		

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Company name	Accenture S.A (Outsourced at Edcon) – Retail		
Job title		Start date	End date
Business Analyst (Supply Chain)		2007/10	2008/10
Summary			
<ul style="list-style-type: none">Assigned to a project (Claims) as a Business/Test Analyst due to limited resourceBusiness re-engineering / Gap Analysis (Use Cases/UML/Visio). Because of the gap between the Functional Spec and Technical Design document, I had to perform a gap analysis.BA and Test Analyst role because of limited resources.Attend project meetings to give feedbackFacilitate testing with external counterparts (SQL to manipulate data)The Developers for a project were based in the Philippines (Manila) and I Liaise with them on a regular basis for deployment of the test application, issues raised and the Issues Log updated.Weekly status meeting with Project Manager and Head of Department to discuss progressIntegration with First National Bank			
Reason for leaving	Career growth		

Company name	First National Bank (Speed Point Division)		
Job title	Start date	End date	
Business Analyst (Base 24)	2007/05	2007/09	
Summary			
<ul style="list-style-type: none">Documentation, project meetings, investigationsBusiness re-engineering (UML/Use Cases/Protos/Visio/Mind Manager)JAD Sessions with the mainframe team to understand the problem or issue at hand (Protos, Visio and Mind Manager)Assist with the Upgrade of Base 24 to Version 6.07Had to assist with testing as the resources were limited (Test Analyst) (Test Director/Quality centre)Put in extra hours to meet dead linesAttend project meetings. Im responsible for the information sharing of any changes within our department to both the business and Regional operational staffFacilitate testing with external interfaces, e.g. MWEB, CKSM, Standard bank, etc			
Reason for leaving	Career growth & market related salary		

Company name	First National Bank (Speed Point Division)		
Job title	Start date	End date	
Business Analyst / System Administrator (Remedy)	2005/06	2007/04	

Summary	
<ul style="list-style-type: none"> • Business re-engineering. Understand the problem/opportunity at hand and analyse (UML, Protos, Visio and Manager to document requirements) • Perform Interviews and Observations with our JHB, PTA regions to gather requirements. • Developed and maintained the Business Requirements Document and Test packs • JAD Session (Users from each region were flown in to see the prototype) • SDLC (Focusing on the Analysis and Testing) • Developed and maintained the Training manuals and conduct the actual training, regionally • User Acceptance sign off • Provided first line support to our regional users (REMEDY - ARS) • There was a systems integration project between EDCON's REMEDY and FNB's REMEDY. I assisted with the connectivity testing and was part of the sign off (EDI) • Reached Semi-final stages of the Innovations with the system Upgrade (ARS) 	
Reason for leaving	Growth, family and Market related salary

Company name	First National Bank (Speed Point Division)		
Job title		Start date	End date
Customer Service Technical Support		2004/12	2005/05
Summary			
<ul style="list-style-type: none">• Provide first line support to the merchants and technicians• Responsible for helping the merchants with their financial statements• Set up technical configurations for merchant's POS Devices			
Reason for leaving			

Company name	Red Cross Children's Hospital		
Job title		Start date	End date
Project Manager (Programmer)		2004/01	2004/08
Summary			
<ul style="list-style-type: none">• Gather business requirements, training manuals, project manager, programming (Visio/UML/Mind Manager)• Did all the traveling to meet the stakeholders, i.e. Users and Management regarding requirements for the system to be built.• Performed Interviews and Observations on how they performed current process and how we could assist to automate and get rid of the paper-based processing• System Development Life Cycle. I was responsible for Managing the project (MS Project) and doing the required analysis.			

<ul style="list-style-type: none"> JAD Sessions were performed to get a more detailed requirements and also to present the prototype. Manage the entire project. Flew down to Cape Town regularly for feedback and to attend project meetings 	
Reason for leaving	Project ended

Company name	Telkom		
Job title		Start date	End date
Call Centre Representative (Day Shift)		2004/04	2004/11
Summary			
<ul style="list-style-type: none">• Provide first line support to customers and technicians• Test customer's telephone lines• Assist customers load their vouchers			
Reason for leaving	Career move		

Company name	UTI Sun Couriers		
Job title		Start date	End date
Data Capturer (Night Shift)		2004/05	2004/09
Summary			
<ul style="list-style-type: none">Capturing of invoices			
Reason for leaving	Retrenched		