# curriculum vitae

**Introducing**

## Personal details

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| **Full names:** | Thapelo Sydney Matamela |
| **Position applied for:** | Business Analyst |
| **Nationality:** | South African |
| **ID number:** | 8407185634085 |
| **EE Profile:** | African Male |
| **Languages:** | English |
| **Area of residence:** | Tileba, Pretoria |
| **Date of birth:** | 18/07/1984 |
| **Notice Period:** | One calendar month |
| **Rate/Salary:** | **R650**  *(Bill rate to Nedbank which is inclusive of the pay rate to the Contractor)* |

## Executive summary

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| **Overview:** |
| Thapelo is a Senior Business Analyst who provides strategic business analysis services to business partners. He works closely with the business units to gain in-depth understanding of customer’s business strategy, processes, services, roadmap and the context in which the business operates. He demonstrates up-to-date expertise in information systems and applies this to the development, execution and improvement of action plans by providing advice and guidance to others in the application of information and best practices.  He Manages customer relationships and expectations by developing a communication process to keep others up to date on project results. He leads and participates in multiple projects by completing and updating project documentation; managing project scope; adjusting schedules when necessary; determining daily priorities; ensuring efficient and on-time delivery of project tasks and milestones; following proper escalation paths and managing customer and supplier relationships.  He also provides and supports the implementation of business solutions by building relationships and partnerships with key stakeholders; identifying business needs; determining and carrying out necessary processes and practices; monitoring progress and results; recognizing and capitalizing on improvement opportunities; and adapting to competing demands, organizational changes and new responsibilities. He is guided by system theory and approach every problem and opportunity in this perspective of people, processes, context or environment and technology. SOA principles of re-use as well as design think are strictly adhered to. |

## Qualifications

| **Qualification** | **Institution** | **Date** |
| --- | --- | --- |
| BIS Information Science | University of Pretoria | 2007 |
| Matric | Rakgotso Secondary School | 2001 |

| **Certificate/Training** |
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| * OnBase Certified * ITIL V3 * Lean Six Sigma * Prince 2 * PMIdeas * Aris Business Architect * Business Law * Web Methods Administrator * Web Methods   BPM Web Methods IS |

## Career summary

| **Company** | **Position** | **Start date** | **End date** |
| --- | --- | --- | --- |
| Altron Health Tech | Business Analyst | 2022 | Current |
| Roche Diagnostics | Business Solution Analyst | Feb 2018 | April 2020 |
| Tracker Connect | Senior Business Analyst | May 2015 | Jan 2018 |
| Transnet Freight Rail | Business Analyst | Jan 2009 | April 2015 |

## Skills summary

| **Skill name** | **Skill level** | **Years** |
| --- | --- | --- |
| .Net |  | ½ |
| XML |  | 7 |
| HTML |  | 7 |
| JAVA |  | 7 |
| Web methods as an integration tool |  | 7 |
| AIRS Architect |  | 7 |
| Power Designer |  | 7 |
| SQL Designer |  | 7 |

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

## Detailed career history

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| --- | --- | --- | --- |
| **Company name** | Altron Health Tech | | |
| **Job title** | | **Start date** | **End date** |
| Business Analyst | | 2020 | Current |
| **Summary** | | | |
| * Met with stakeholders to establish favourable business relationships and support mutually beneficial interests. * Applied honed problem-solving skills to analyse and resolve issues affecting business operations and goal achievement. * Analysed key aspects of business to evaluate factors driving results and summarized into presentations. * Improved business direction by prioritizing customers and implementing changes based on collected feedback. * Led cross-functional teams to analyse and understand enterprise-wide operational impacts and opportunities of technology changes. * Conducted interviews with key business users to collect information on business processes and user requirements. * Derived conceptual designs from business objectives to deliver software and applications according to specifications for usability, performance and functionality. * Assigned tasks to associates, staffed projects and updated all involved parties to enhance optimal business flow. * Assessed impact of current business processes on users, stakeholders, and evaluated potential areas for improvement. * Identified process inefficiencies through gap analysis and outlined sensible solutions. * Worked one-on-one with clients to improve FRS specifications.   Surveyed clients to ascertain requirements and expectations for product and service. | | | |
| **Reason for leaving** |  | | |

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| --- | --- | --- | --- |
| **Company name** | Roche Diagnostics | | |
| **Job title** | | **Start date** | **End date** |
| Business Solution Analyst | | Feb 2018 | April 2020 |
| **Summary** | | | |
| * Currently a Business Solution Analyst looking after CRM applications, content management, SharePoint, OnBase, Nintex workflow * He elicits requirements, designs, testing, project management, process management, system support * He uses Agile, TOGAF, Waterfall and Prince2, UML, BPMN as methodologies * Develops human, Organisational and value stream aspects of business processes and their transformation * Design, test and train, implement, maintain and enhance automated business Processes * The processes are continuously improved through lean and six sigma principles * He also does user acceptance testing and unit testing * Change management is done to ensure that the business is ready for the change      * Stakeholder communication on progress of various projects running * Workflow Automation specialist * Liaise with stakeholders and external Business Partners in Scoping and Solution Approach during Enterprise Planning and Elicitation * I manage the Software Acquisition Process and change request in existing software | | | |
| **Reason for leaving** | Position not BA focused while the need is to develop BA capabilities | | |

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| --- | --- | --- | --- |
| **Company name** | Tracker Connect | | |
| **Job title** | | **Start date** | **End date** |
| Senior Business Analyst | | May 2015 | Jan 2018 |
| **Summary** | | | |
| * Analysis and Solution Definition * Look at understanding the business issues and data challenges of client's * organization and industry * Identifying client organisation’s strengths and weaknesses and suggests areas of improvement * Review and edit requirements, recommendations related to proposed solution * Develop functional specifications and system design specifications for client engagements * Technical recommendation and testing * Coordinate QA and UAT with the testing teams * Ensure issues are identified, tracked, reported on and resolved in a timely manner * Work with client personnel to identify required changes * Communicate needed changes to development team. (e.g. bugs and new requirements) * Using Willow as a finance system for day to day operations and Hyphen as a financial planning system * Supporting Tracker’s CRM and scheduling system resolving day to day queries and small enhancements | | | |
| **Reason for leaving** | Looking for an opportunity to apply my knowledge to other Business sectors | | |

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| --- | --- | --- | --- |
| **Company name** | Transnet Freight Rail | | |
| **Job title** | | **Start date** | **End date** |
| Business Analyst | | Jan 2009 | April 2015 |
| **Summary** | | | |
| * Write and document business requirements and use cases * Write and document a technical specification as well as test cases * Build application and business roadmap using application and systems bricks * Has knowledge in design (this is SOA specific design patterns) * Able to write and scope the project and has complete understanding of the SDLC and various methodologies in use thereof * Previously used a Gap analysis when embarking on a new project when looking at the “as is” and” to be” and the gap between them. This technique has helped in identifying areas of improvement and also of adaptation if so required * Used a feasibility analysis mostly in question the project proposed and the technology at hand so as to see if it will be feasible to embark on the project * Used knowledge management in acquiring and retaining knowledge through smart databases or repositories that act as knowledge sharing spaces and these spaces have also been used as areas of innovation. This is where experts meet to share their domain (e.g. business architecture) * Develop in SQL, this mainly for report writing and also have database design and development knowledge * Designing of tables, relationships, data schema’s, models both logical and physical * Understands the concept of normalization and decomposition and can apply them as well * He has process analysis and process improvement experience, and has used lean and six sigma techniques * Knowledge in business process management and also writing and compiling policy and principles in relation to the work * Uses ARIS Business Architect, Visio and Sybase Power Designer for process mapping and data modelling, three years now of modelling and process mapping * Uses TOGAF mostly on the common requirements vision of a company enterprise architect, COBIT mostly for process governance and identifying areas of risk (risk management) and ITIL for service management principles and methodology * Has an understanding as well application of project management * He can use different methodologies and yet he is trained in Prince2   • He has experience in security, looking at a governance point of view and this comes   * in application of COBIT, ISO and ITIL (service management) * Most of the work was done in the coal and iron ore mines as well as around the ports | | | |
| **Reason for leaving** | Looking for new challenges | | |