# curriculum vitae

**Introducing**

## Personal details

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| **Full names:** | Mahlatse Tyrell Mathekga |
| **Position applied for:** | Business Analyst |
| **Nationality:** | South African |
| **ID number:** |  |
| **EE Profile:** | African Male |
| **Languages:** | English |
| **Area of residence:** | 1850 Flamink Street, Ebony Park Ext 4, Midrand, 1632 |
| **Date of birth:** | 04 September 1993 |
| **Notice Period:** | 30 Days |
| **Rate/Salary:** | **R**  *(Bill rate to Nedbank which is inclusive of the pay rate to the Contractor)* |

## Executive summary

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| **Overview:** |
| I am an enthusiastic Business System Analyst with a solid knowledge of financial systems in the banking and insurance sector. I am technically sound, and I can make a strong relationship with the customer. With this unique combination, I can use my knowledge and information to build a friendly working environment. I am also highly motivated with a drive for innovation, learning and applying new knowledge in the best possible way in any environment I find myself in.  To me, ethical integrity and respecting human dignity are of utmost importance in any successful working or social environment. Although I can take charge of work independently, I do enjoy working in diverse teams where innovative solutions are created through the combination of different experiences. I also value education and hard work that translates into the advancement of an individual and social fulfilment. |

## Qualifications

| **Qualification** | **Institution** | **Date** |
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| Bachelor of Commerce (BCom) in IT Management | University of Johannesburg (UJ) | 2014 – 2017 |
| National Senior Certificate (Grade 12) | Maselekwane High School | 2012 |

| **Certificate/Training** |
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| **Course Institution Year**  Certified Scrum Master® (CSM®) Scrum Alliance 2019 |

## Career summary

| **Company** | **Position** | **Start date** | **End date** |
| --- | --- | --- | --- |
| ABSA Group Limited | Senior Solution Analyst | 2022/01 | Current |
| Old Mutual Limited | Lead Business Analyst | 2020/07 | 2021/10 |
| Signature Business Solutions (SBS) | Business Systems Analyst | 2019/09 | 2020/01 |
| Barone, Budge & Dominick (BBD) | Business Systems Analyst | 2018/01 | 2019/08 |
| Real People Home Finance | IT Intern – Software Test Analyst | 2017/10 | 2018/01 |

## Skills summary

| **Skill name** | **Skill level** | **Years** |
| --- | --- | --- |
| Stakeholder engagement and needs analysis | 4 | 6 |
| Analytical critical thinking skills | 4 | 6 |
| Application analysis and design methodologies and tools (SDLC, Agile) | 4 | 6 |
| Systems development approaches and tools (Wireframes, BRS, JIRA) | 3 | 5 |
| Automation Testing | 3 | 5 |
| Project Management | 3 | 5 |
| Prototyping experience | 3 | 5 |
| Data analysis and reporting | 3 | 5 |
| User Experience (UX) | 4 | 6 |
| Financial services | 3 | 5 |
| Data warehouse and data storage knowledge | 3 | 5 |

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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** | ABSA Group Limited | | |
| **Job title** | | **Start date** | **End date** |
| Senior Solution Analyst | | 2022/01 | Current |
| **Summary** | | | |
| • Proactively build relationships, apply analytical techniques to elicit and validate business (product & service) needs ahead of demand.  • Implement routines to get to know or become an expert in various business processes (e.g. spend time in business & with users).  • Translate elicited needs and knowledge acquired into user story format that is immediately usable for  DevOps teams (right language, format for building and testing).  • Prepare and prioritise the backlog of requirements for the user stories linked to the proposed solutions  • Work collaboratively with Tribe Leads (Technical Product / Service Owners) to build a roadmap & vision for the products and services (including detailed analysis requirements & solution scope).  • Define measures of success & key outcomes for various solutions or changes including detailed acceptance criteria for all features.  • Define testing requirements (pass or fail test cases).  • Support the development of detailed business cases (including defining solution characteristics, effort estimations etc.).  • Translate business requirements into detailed systems requirements. Detailed system requirements must include all capabilities, interfaces and functionalities within and across technologies.  • Build detailed user stories to be leveraged for system requirements design (modular).  • Leverage business analysis & modelling tools and apply notation standards such as UML/BPMN to diagrammatically/visually document: business requirements, business processes, system processes & integration.  • Facilitate processes to ensure integrated requirements are socialised, understood and approved across the broad range of stakeholders to be impacted (this includes various processes e.g. risk/governance forums, change council, scrum meetings/DevOps team capability building, solution design sessions etc.) | | | |
| **Reason for leaving** | 12 months fixed term contract | | |

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| --- | --- | --- | --- |
| **Company name** | Old Mutual Limited | | |
| **Job title** | | **Start date** | **End date** |
| Lead Business Analyst | | 2020/07 | 2021/12 |
| **Summary** | | | |
| • Build relationships with business areas and DevOps teams to proactively develop expertise in the various business process.  • Assists BA and Architect to translate strategic and operational decisions into business solutions.  • Assists with the analysis and design of new systems/major enhancements and databases.  • Apply analytical techniques to elicit and validate business (product & service) need.  • Translate elicited needs and knowledge acquired into user story format to be used by DevOps teams.  • Prepare and prioritize the backlog of requirements for the user stories linked to the proposed solutions, and or units of analysis.  • Provide input into detailed solution roadmaps, business cases (e.g., effort estimations) and product/service visions (including detailed analysis requirements and solution scope).  • Define measures of success and key outcomes for various solutions or changes including detailed acceptance criteria for all features.  • Define and execute testing requirements (pass or fail test cases scenarios).  • Document all systems analysis outcomes (requirements, test cases etc.) for specific solutions and support the documentation processes for system analysis for the broader team.  • Translate business requirements into detailed systems requirements. Detailed system requirements must include capabilities, interfaces, and functionalities within and across technologies.  • Own the business and functional requirements of the client and act as the subject matter expert to ensure synergy between what the clients wants/expects and what the implementation teams delivers.  • Leverage business analysis and modelling tools and apply notation standards such as UML/BPMN to diagrammatically/visually document: business requirements, business processes, system processes and integration.  • Socialise and gain business approval for integrated requirements with key stakeholders  • Proactively learn and leverage knowledge on the organisation’s technical landscape, environment and broader architecture to systems requirements.  • Work collaboratively with project/program teams, product owners, scrum masters, squads and engineers to define backlog.  • Works closely with the technical analysts, project manager or product owners to design and implement the best possible automated solution within the constraints of the tools available.  • Continuously improve system requirements mapping (e.g., leverage input from questions asked etc. to consistently improve the quality of the requirements analysis for easier interpretation by the development teams).  • Work as part of the embedded DevOps team throughout the design process to review solution design (features and functionality).  • Facilitate resolution during development and testing phases for any change requirements.  • Define and implement the manual testing strategy and test cases for various solutions.  • Develop and implement manual testing frameworks and patterns for the solution.  • Define and validate quality, testing parameters and plans for the solution (socialize and translate these to automation testing teams).  • Execute testing processes for various solutions (e.g., execute test cases, analyse results).  • Provide real-time feedback to the DevOps teams on change requirements identified throughout the testing process. | | | |
| **Reason for leaving** | 12 months fixed term contract with 6 months extension | | |

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| **Company name** | Signature Business Solutions (SBS) | | |
| **Job title** | | **Start date** | **End date** |
| Business Systems Analyst | | 2019/09 | 2020/06 |
| **Summary** | | | |
| Analyse business processes to determine problems, risks and opportunities for improvement.  • Consults to management (both IT and business) on business procedures and policies.  • Formulates strategies and guidelines to improve the business environment.  • Designs new business processes.  • Reviews processes and conducts process audits, as required.  • Work with the business to develop business requirements (e.g., Data Requirements Specification).  • Facilitate requirements gathering workshops with the business.  • Facilitates UAT and JAD session for implementation and roll out.  • Collaborate with internal and external stakeholders to analyse information needs, functional requirements, and business processes.  • Carry out the extraction, formulation, and manipulation of data to create the structured samples necessary to address business requirements.  • Translate elicited needs and knowledge acquired into user story format to be used by DevOps teams  • Assist with product, system, or process documentation to support the business, developers, and QA.  • Understand the impact of the change within the broader context.  • Document ETL processes using visual diagrams (Visio or BPMN) in the form of business process models.  • Identify source data required for MIS reports and perform testing or data-checks to validate data accuracy.  • Translate business requirements into advanced MIS reports.  • Gather information by running SQL queries over the data warehouse.  • Provide ad-hoc analysis based on business requests.  Design the report based on business specifications.  • Verifying the accuracy and credibility of data from ETL Process, staging tables, BI reports, and dashboards.  • Deliver, distribute, and publish data output to the Business.  • Work across multiple projects and backlogs.  • Use defect-tracking tools such as JIRA to log, manage, resolve, and report on bugs/defects.  • Conduct root cause analysis of queries from the Actuarial team.  • Analyse algorithm (PL SQL) to understand the logic related to functionality on legacy systems.  • Design, maintain and improve database tables.  • Participating in Scrum ceremonies such as daily stand-up, sprint planning, retro etc. | | | |
| **Reason for leaving** | 12-month fixed-term contract with  no possibility of renewal | | |

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| **Company name** | Barone, Budge & Dominick (BBD) | | |
| **Job title** | | **Start date** | **End date** |
| Business Systems Analyst | | 2018/01 | 2019/08 |
| **Summary** | | | |
| Gathers requirements from the business on big and small projects.  • Elicit requirements using brainstorming, document analysis, focus groups, interface analysis, interviews, prototyping, requirements workshops and survey.  • Drafts and gets peer buy-in for functional requirements specifications.  • Document the functional requirements according to the approved standards.  • Document the configuration required in the approved configuration tool.  • Work closely with the technical analysts, project manager or product owners to design and implement the best possible automated solution within the constraints of the tools available.  • Draft or revise impact assessment and cost for the project.  • Review impact assessments from team members.  • Facilitates UAT and JAD session for implementation and roll out.  • Oversees and reviews post-implementation testing, support, and maintenance.  • Produce an accurate Customer Requirements Document with approval from all stakeholders.  • Accurately document functional requirements specifications clearly defining project objectives.  • Review the approved CRS and PRS with the development team. If required, revert to the client or other stakeholders if technical issues require business decisions in order to proceed.  • Answer queries from the development team on business or functional aspects of the required solution.  • Identify and design a set of test cases/scripts, test scenarios and test data sets to accompany the PRS.  • Validates the PRS and Test Basket with the client, identified stakeholders, and obtain sign-off. Presentations and walk-through discussion. Obtain sign-off on CRS.  • Perform project estimation for BA tasks.  • Conducts user acceptance testing of solutions before LIVE deployment.  • Conduct root cause analysis of production and QA defects logged.  • Provide support to production incidents.  Use Microsoft SQL Server Management Studio to extract event traces required.  • Make recommendations for requirements approaches.  • Renders support and facilitates sessions for end-users, including training. | | | |
| **Reason for leaving** | The system was decommissioned, and I ended up doing only support | | |

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| **Company name** | Real People Home Finance | | |
| **Job title** | | **Start date** | **End date** |
| IT Intern-Software Test Analyst | | 2017/10 | 2018/01 |
| **Summary** | | | |
| • Critically analyse the user stories, use cases or requirements for validity and feasibility.  • Determine the most appropriate methodology of testing, either automation or manual.  • Collaborate with the product designer to determine the quality assurance parameters.  • Prepare the test environment according to the test methodology being applied.  • Prepare comprehensive test plans through the testing evolution – integration, functional, and regression testing and user acceptance.  • Perform system integration testing, regression testing and functional testing.  • Make use of defect tracking tools such as JIRA to log, manage, resolve, and report on bugs/defects.  • Create and maintain test data for current products, ensuring that each test data set simulates real world scenarios, which is clean of any customer data.  • Create and maintain Test Automation scrips for regression suit.  • Work closely with all stakeholders to coordinate test activities.  • Execute test cases (manually or automated) and analyse results.  • Create and/or modify test cases to fit user stories, use cases or requirements.  • Create automated test cases for existing and future applications.  • Document the test phase results and defects.  • Create a root cause analysis document after a defect has been resolved.  • Create standard test packs which are utilised during regression testing.  • Create release notes and provide training to the support and development teams.  • Review all defects raised by the support team and assign them to the correct resource.  • Assist the support team with the investigation of defects and recreating the issues.  • Provide estimates for completing test cases and execution.  Participate in Daily Stand-Up meetings. | | | |
| **Reason for leaving** | Internship | | |