

MAITREE MANIAR

maitree.maniar@gmail.com | 980-205-4641 | Charlotte, North Carolina

LinkedIn: <https://www.linkedin.com/in/maitree-maniar/> | GitHub: <https://github.com/maitree7>

INTELLIGENT AUTOMATION PROCESS DESIGNER / BUSINESS ANALYST

Strategic and Analytical finance professional with more than 9 years of experience in FP&A, business intelligence, financial controls, and Business Process Modeling, Implementation, Strategy, Regulatory Risk & Compliance in Financial & IT services. Diligent and logical approach in problem solving, with an unwavering goal of achieving optimization and efficacy. Solid expertise in Software Development Life Cycle (SDLC) from gathering requirements, development (configuration & integration), testing, implementation, training, production support (agile & waterfall methodologies), system enhancements that increases efficiency, turnaround time, and revenue. Expertise in Business Process Automation solutions utilizing Robotic Process Automation Technology – Kofax RPA (Kopow). Well versed in developing solid partnership with clients, peers and presenting to executive staff and driving cross-functional collaboration across varied organizational subcultures, and global teams. Skilled in Python, Pandas, SQL, Tableau and Power BI with a recent certificate in Financial Technology from the University of North Carolina, Charlotte.

TECHNICAL SKILLS:

Finance Courses: Corporate Finance (Planning & Analysis), ERP Implementation, Regulatory Reporting, Data Analysis, Data Visualization, SDLC – Software Development Life Cycle, Operational Risk Controls & Audit Gap Analysis

Tools & Technologies: Python, MS Excel, MS Access, Tableau, Power BI, Kofax Total Agility (KTA), SQL (SSRS), QlikView, Hyperion Essbase, SAP (FI/CO), SAP (BCS), Agile methodologies, JIRA, SharePoint

PROFESSIONAL EXPERIENCE:

Intelligent Automation Process Designer

Ettain group, North Carolina, US

Mar 2021 – Present

- Conducted backlog grooming sessions with all the stakeholders to discuss and create Business Requirement Documents (BRDs). Defined scope and documented BRD or new enhancement based on requirement elicitation, operational constraints, information system architecture and project risks.
- Translated business requirements into feature stories and technical stories for the development team. Involved in problem solving issues that arise in day to day running to automation processes and provided timely responses and solutions as required.
- Authored and executed acceptance criteria to ensure developed solutions implemented defined requirements. Supported QA team ensuring appropriate testing coverage.
- Hands on experience with various Agile tools such as JIRA, SharePoint to document epics, user stories, risks and issues, and defects

Teaching Assistant / Senior Grader (Part Time)

2U Trilogy, North Carolina, US

Dec 2020 – Present

- Presented subject matter expertise to the students using lectures, discussions, one-on-one, or supervised role-playing methods.
- Involved with Student Success Manager to provide multiple reports on the performance and feedback and manage the timelines for submission of assignments for over 300 Boot camps across 3 continents
- Expertise in Excel, Python, Pandas, Matplotlib, SQL, Tableau and other data analytics and data management tools
- Offered support to teaching faculty, including grading homework assignments, projects and managing materials on Canvas, GitHub, Gitlab
- Initiated creation of process documentation for supporting grading activities, trouble-shooting the errors in assignment and continuous feedback on curriculum improvements for boot camp.

Business Process Analyst**OmSysT Inc, Georgia, US****May 2019 – Feb 2021**

- Defined the scope of the project, gathered business and system requirements, and documenting them textually or within models. Communicated Project Requirements, Business Issues, Solutions, and recommendations. Partnered with Product Owners to ensure vision, roadmap and personas are well-defined.
- Designed and documented the application wireframes in MS Visio and presented to Business Users. Documented Usability feedback/reviews on the application to assess the design decisions early in the process and re-prioritize the backlog for Agile Release.
- Formed Use-Case Diagrams, Sequence Diagrams and Activity Diagrams after assessing the scope of the Project and understanding the Business Processes in Visio. Elicited requirements within Solutions design team on various items in the backlog to ensure global solutions with scrum teams.
- Analyzed the project by comparing actual performance with planned performance, analyzed variances, and assessed any trends to identify process improvements, evaluated possible alternatives, and implemented appropriate corrective actions.
- Proposed extensive consultation to stakeholders ensuring effective relevant information is received and accurately exchanged. Provided guidance and motivation to team members and project stakeholders; and effectively deployed resources to achieve project objectives.
- Engaged in preparing test plans for functionality tests by QA team, reported defects & tracking through IBM ClearQuest. Aided Business User during deployment in formulating UAT and engaged in User Trainings.

Business /Data Analyst**IBM India Pvt Ltd, Bangalore, India****Sept 2013 – Mar 2016**

- Manipulated large data files using Excel, Access & SQL to identify trends, making business recommendations, and provided data extractions to business partners (\$500M, > 200 clients)
- Detected and quantified segment level / client level risks and developed and documented risk scenarios. Analyzed, tracked, and created risk indicator reports monthly capturing errors, self-identified issues, client complaints. Assisted with the co-ordination of annual-risk assessment process.
- Served as a client on-boarding and non-financial client data subject matter expert on systems, training, policies/procedures, and other projects.
- Exhibited advanced critical thinking skills and aligned the data analytics to business processes, risks, and controls and understand the business impacts. Associated with audit & other business teams to encourage usage of data analytics across the business functions.
- Experienced working on Data analytics tools such as MS Excel, Power BI and Tableau and Python to produce effective visualizations.

Financial Process Analyst**IBM India Pvt Ltd, Bangalore, India****May 2010 – Sept 2013**

- Interpreted large amount of complex data to formulate problem statement, concise conclusions regarding underlying risk dynamics, trends, and opportunities for Venue & Hospitality Management unit in Middle East (\$300M)
- Drove the annual budget processes including Mid-Year Review, target setting and year end performance matrix. Running separate performance matrix for each event/location/asset at the driver level (>250 Mega Shows & Events)
- Contributed to projects for Risk Management groups including data analysis, designing & analyzing experiments, and building statistical model and analytically derived decision trees. Developed Risk Management Budgets and Cost of risk allocation to Divisions and Corporate.
- Guided the ERP, Hyperion Planning & Business Intelligence implementation for understanding business requirements and efficiently converting into Functional & Technical document, codes mapping & supported user acceptance testing from the finance side. Ensured the system readiness for model inputs and confirmed on information loaded in the system accurately.

- Trained client users on Reports, Interfaces, Conversion, Enhancements (RICE) and developed documentation for business community and assisted with the execution of various business processes upon release of new functionalities and development objects.
 - Recipient for the IBM Top Talent Award for outstanding performance leading to an effective Hyperion solution incorporating user needs of converting Excel based Budgeting & Forecasting Process to Hyperion-Planning
- Introduced new taxonomy for Order to Cash process across >30 clients, updating the new metrics, unit of measurements in IBM Cognos TM1 and guiding the teams to input data accurately in compliance with the line of business (LOBs) and accounting procedures.
 - Recipient of the Super Talented Achiever Award (IBM Star) for implementing new taxonomy and generating new metrics in short time of ~ 3 months.
- Facilitated tracking over relevant KPIs on strategic initiatives or projects to ensure appropriate risk management to business and improving forecast accuracy to +/-5%

PROJECTS

BLOC_HOME

Oct 2020

Designed and coded decentralized app for real estate transactions. Buyers and sellers execute smart contract-based transactions using blockchain (Tokenized real estate assets) with minimal cost (https://github.com/maitree7/BlocHome_DeFi)

MIND_BOT

June 2020

Developed an Algorithmic Trading Bot that has ability to generate and execute buy / sell signals in financial markets (Cryptocurrency). Performed quantitative model testing, validation, and enhancement, as well as Back testing for Technical Analysis and Optimizing (Risk & Rewards Elements – Sharpe Ratio) using Python, Dash and deploying it using Flask (https://github.com/maitree7/Mind_Bot_Algorithmic_Trading)

PORTFOLIO_OPTIMIZATION

Apr 2020

Developed Portfolio Optimization Tool on Stocks, Metals & Cryptos, based on customer risk tolerance, helping users to estimate retirement date based on the financial outcomes. Performed Monte Carlo simulation, pricing, and valuation models to predict the portfolio investment valuation using Python, Panel dashboard & Widgets. (https://github.com/maitree7/Cryptos_Metals_SP500-Hedge)

VOLUNTARY SERVICES

Sept 2019 - Present

Volunteering Living Savior Lutheran Preschool Board in Budgeting & forecasting, restructuring of fees resulting increase in revenue by ~10% annually.

CERTIFICATES

- **Professional Scrum Master I & II**
- **International Financial Reporting Standards (IFRS)**
The Institute of Chartered Accountants of India – New Delhi, DE, India

EDUCATION

- **Financial Technology (FinTech) Certificate**
University of North Carolina, Charlotte
- **Chartered Accountant (CA): Accounts & Finance**
The Institute of Chartered Accountants of India – New Delhi, DE, India
- **Master of Science: Computer Application & Information Technology**
KS School of Business Management – Ahmedabad, GJ, India