

Tejashree Dhage

Business Analyst

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📍 Bengaluru

🌐 LinkedIn



Professional Summary

Business/Functional Analyst with and 5+ years of experience. Speciality areas include business analysis, production support and training. Solid reputation for managing multiple projects and priorities in the implementation and development of web-based applications.

Skills

MS Excel • MS Word • MS Visio • SQL • Jira • Aspose • Stakeholder Management • Agile • Tableau

Certificates

- The Business Intelligence Analyst
- Financial Markets by Yale University
- IIBA Certified IT Business Analyst
- Power BI Essential

Professional Experience

Business Analyst, *weSure Insurtech India Pvt. Ltd.* 09/2022 – present | Bengaluru

- Interact closely with business community for defining the business requirements and prepare technical solutions.
- Prepared a tool "Premium Calculator", resulting in 80% time reduction for test case preparation.
- Drove UAT testing for critical releases, achieving a 99% pass rate on first attempt by creating detailed test cases and coordinated with Quality Assurance Team.
- Comprehensive knowledge of Waterfall, Agile and Scrum Project Management.
- Experience in conducting UAT quality assurance.
- Prepare functional requirement document (FRS) and functional use cases explaining the solution with step-by-step process flow addressing the business needs.
- Prepare use/test cases for testers. Maintain requirement traceability matrix and other requirements related documents throughout the life of the project. Identify issues and predict future risk areas.
- Use MS Visio to carry out the business use case and put them in process flow chart.
- Expert in drafting Insurance Policy documents using ASPOSE, innovatively developed automation scripts.
- Perform regression, functional, UAT and ad-hoc during software development life cycle (SDLC).
- Proficient in writing SQL queries to retrieve client data, worked with MySQL.
- Involvement in the process walkthrough for all the stakeholders before application goes live.

Senior Financial Analyst, *BNY Mellon International Operations* 08/2018 – 05/2022 | Pune

- Responsible for making timely coupon and redemption payments, DWAC, rollovers with 100% accuracy.
- Making coupon and maturity payments to security holder of MTN, CP, CD, Repack, Bonds and Convertibles.
- Processing Life cycle events such as Drawdown, Rollovers, RateSet.
- Closely working with key clients like Barclays, JP Morgan, Morgan Stanley, Credit Swiss, Mitsubishi, Royal Bank of Canada and Scotland.
- Good understanding of MT and MX Swift messages.
- Foreign exchange transactions for proper routing for FX payment orders.
- Responsible for processing, transfers and repurchase from issuer, verifying early redemption of bonds.

Education

MBA, *Jankidevi Bajaj Institute of Management Studies*
Finance

05/2018 | Mumbai

Bachelor of Engineering,
Rajiv Gandhi College of Engineering and Research
Electronics Engineering

05/2015 | Nagpur