**Jawwad Ul Haque**

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**PROFESSIONAL SUMMARY:**

* 5+ years of experience as a Business Systems Analyst with IT knowledge specific to Mortgage, OTC, Finance, Insurance and have complete knowledge on all phases of the Software Development Life Cycle (SDLC) gained over working on various project for different Clients.
* Comprehensive knowledge on Waterfall, RUP and Agile methodologies.
* Hands on experience in analysing and documenting Business Requirements Documents (BRD), Functional Requirements Documents, Use Cases and Requirements Traceability Matrix.
* Extensive experience in gathering requirements by conduction of JAD sessions (Joint Application Development),Interviews, Workshops and Requirement Elicitation sessions with end-users, clients, stakeholders and development team and converting them in to BRDs (Business Requirement Documents) and FRDs (Functional Requirement Documents) or NRFD (Non-Functional Requirement Document).
* Excellent analytical skills in understanding the business process (AS-IS and TO-BE), understanding the functional requirements and translating them to system requirement specifications.
* Managed internal projects improving project planning, resource management, and time billing using MS Project, SharePoint, Visio, CA Clarity, TeamTrack and IQNavigator for prototyping and process simplification.
* Extensive experience in creating business process flow diagrams, UML (Unified Modeling Language) tools to create Activity, Sequence, Use Case, Class, and Collaboration diagrams.
* Proficient in Rational Suite including Rational Rose, Requisite Pro and Clear Quest.
* Strong experience in writing SQL queries for Data Analysis and QA report testing.
* Experienced in performing SWOT analysis, Cost benefit analysis, Risk analysis.
* Strong in manual testing, Automated testing in Visual Basic & other protocol of automation tools Experience in testing applications under. Net, Windows.
* Experienced in Bug Tracking System and Process.
* Manage client relationships successfully by presenting at client service reviews, providing and explaining the impact of the regulatory requirements, and working with their senior management to assess their needs for additional services.
* Responsible for the timely and accurate processing of all Exchange Traded (ETD) and Over The Counter (OTC) derivative activity.
* Strong understanding of Equities and Fixed Income products with respect to Brokerage Operations, Margin trading and Securities Lending.
* Evaluate clients' processes internally & externally to identify any gaps in control to increase efficiencies via automation and enhance client service satisfaction.
* Through understanding and hands on experience with BABOK (Business Analysis Body of Knowledge) and PMBOK (Project Management Body of Knowledge) concepts, tools, techniques and competencies
* Resolved issues with check printing, Crystal Reports, positive payment and Accounts Payable voucher matching functionality.
* Expertise in Performance Management, Asset Management, Cash Management, Portfolio Management, Credit Management, Client Reporting and implementing its benefits.
* Successfully spearheaded Equity Swap Automation project by developing different requirements and calculations with internal & Advent developers. Managed the teams performing the functionality testing, implementation, training, and client migrations.
* Monitor all clients OTC projects performance, ensuring the relevant operations and technology stakeholders are engaged and risk identified/addressed.
* Deep understanding and experience of Investment Management, Asset Management, Prime Brokerage Services , Money and Capital Market Instruments
* FX, FX Swaps, FX Rates (Reuters Fx), Futures and Options, Forward Rate Agreements, Asian barrier options, Hong Kong Warrants, structured products, and Equity options.
* Led the cross operations and fund accounting training initiative by developing & presenting OTC derivative products and trade process classes, coordinating with department managers and encouraging staff to present to their colleagues.
* Responsible for developing and managing the regional Exchange Traded & OTC Derivative Operation team of 8, and indirectly managing offshore team across all derivative products and operational processes (Trade Capture, Settlements, Reconciliations, Collateral, & Documentations).
* Analysing and calculating multiple OTC derivative instruments including, Equity Swaps, FRA's, and IRS Accruals by creating excel templates.
* Handling the reset of multiple client equity swap positions with an extremely organized and fast paced approach while maintaining prime broker conventions.
* Organized and ensured daily settlement of FX netting by analysing and resolving discrepancies with multiple prime brokers in an effective and timely manner.
* Ensuring proper execution of capital calls on behalf of clients by analysing invoices provided by the client
* Reviewing and analysing corporate actions and dividends to ensure accuracy in company database.
* Ability to analyse and understand multiple prime brokers reporting.
* Prioritizing settlements based on currency to adhere to their respected cut-off times for cash movements.
* Strong experience in Extraction, Transformation and Loading (ETL) data from various sources into Data Warehouses and Data Marts using Informatica Power center.
* Excellent verbal, written, interpersonal and communication skills with strong analytical abilities to perform well both independently and as a team player.

**Technical Skills:**

* **Trading:** Murex, Kondor, Bloomberg, Bloomberg Trading System, MarkitServe, Instinet, ILX Systems, Phoenix, Merrin System, Mainframe, Integrated Business System, Oasys, Alert, Trade Suite
* **Accounting and Reporting:** Advent Geneva, Global Calypso, NY Summit, DTP, Opsco, Thunderhead ACT, Treats, Pam Accounting, System, Business Objects & Citibank Accounting System, Portia,

**Work Experience:**

**Prudential, Newark, New Jersey Nov 2016- Feb 2018**

**Business Systems Analyst**

Prudential's PGIM division of Prudential Financial is offered within the iRisk Business Analysis Team, an area of PGIM Operations & Systems. With $3.5 trillion in life insurance policies in force worldwide1 and $1.184 trillion in assets under management, Prudential is the 2nd-largest life insurer in the United States and the 9th-largest institutional asset manager worldwide. They are committed to helping people and companies attain financial wellness through our innovative products and financial solutions. Whether working with multinational corporations or individual families and dedicated to helping create financial strength today and security for tomorrow.

**Responsibilities:**  
• Working with investment risk professionals to assist them in leveraging and enhancing a complex risk analysis framework.   
• Working closely with an external software vendor to explore and exercise new functionality, as well as support the testing of vendor releases.   
• Providing accurate, diligent, and timely production support where required to meet weekly, monthly and semi- annual deliverables.   
• Supporting the generation and review of analytic data by Risk and CIO professionals.   
• Integrating investment risk data with analytics tools in support of Risk Management, Federal Reserve supervision, Board and other senior management reporting and analysis.   
• Partnering with investment professionals to define solutions to business needs. This includes eliciting, analyzing and documenting business requirements, identifying multiple approaches, making recommendations and facilitating brainstorming and requirement walk-through sessions.   
• Partnering with the technology teams to implement automation and business enhancements. Analyzing and documenting systems interface and report design requirements which can include technical specifications, pseudo code, database table design, diagramming business process flows; in order to validate that the system solution meets the business need.   
• Conducting project related tests which include: developing detailed test plans, test cases and expected results; conducting tests; evaluating and documenting results.   
• Taking deep analytical dives on data while being able to summarize and communicate findings at an executive level.  
• Playing an investment information support and liaison role in a dynamic investment risk environment.  
• Identifying / quantifying impact of requested changes on existing processes and outputs.   
• Troubleshooting production and test issues to perform root cause analysis, reconciliations, recommending corrective action and leading the resolution efforts.   
• Applying investment related analytical / pricing formulas to validate vendor and internally generated analytics / valuations.   
• Taking direct ownership and being a leader.

Performed UAT testing Using HP ALM.

Created and maintained UAT Test Plan using HP ALM.

Performed Defect Status Report and UAT Test status Report using HP ALM.

**Environment:** UAT, JAD, HP ALM, MS Office Suite, MS Visio, Oracle, PL/SQL.

**Endurance Insurance, New York, NY Sept 2014- Oct 2016**

**Business Analyst**

**Project Scope:** Endurance serve clients from Wall Street to Main Street providing high quality and services, underwriting specialty risk with a focus on property, casualty, agriculture, professional lines, and healthcare . The project aimed to replace existing legacy system to a web based application developed by Guide Wire. The new application will be one stop shop for creating new, cancel, reinstate, and renew existing policies for the commercial line customers. Based on the customer information, system generates the quote evaluating with the risk involved to issue a policy / Quote, in integration with various other internal and external applications to complete the quote process.

**Responsibilities:**

* Worked as a Business Analyst/Data Analyst to translate customer product requirements into comprehensive, complete and accurate business requirements and functional specification.
* Gathered requirements for creating the rating inputs screen for the policy system.
* Interacted closely with End users from Underwriting & Claims teams and SMEs to understand and gather the business needs and requirements.
* Worked in the development a file of ACORD Forms used as the standards in all Property and Casualty markets, for both Personal and Commercial Lines of Business.
* Used Clarity to create, manage and mitigate project Issues, Risks and Change Requests.
* Defined projects and performed task scheduling, work breakdown structures using Clarity application.
* Worked on the commercial property and casualty domain and made specific changes to the same for the smooth flow of the process
* Worked with underwriters, actuary to determine the rating algorithms for TO BE system.
* Assigning Zone Code information per Sentry standards to the territory codes from ISO Net.
* Strong hold on Data Warehouse with ETL process and domain knowledge of Claim processing, Group Insurance (GI),Plan Sponsor, Member, Product, Provider, Lab Results,
* Defined projects and performed task scheduling, work breakdown structures using Clarity application.
* Create and customize SharePoint site for effective project collaboration.
* Worked closely with business partners, SMEs and product owners to understand the process.
* Conducted Acceptance review with Product owners for the developed functionality.
* Participated in creating user manual and training users on the application software.
* Performed risk analysis of various features and managed risk registry for the project to avoid scope creep.
* Involved in creating test plans, test strategy and executing test cases for rating used for premium calculation and Quality Center.
* Participated in creating UAT test strategy, planning and UAT testing
* Responsible in managing and maintaining the defect tracking process.
* Analyzed user requirements, attended change request meeting to document changes and implemented procedures to test changes.
* Indicator field (electronic standard code) was added and moved to the enterprise datawarehouse to be stored on the claim line table
* Extensively used Informatica Designer to design, develop ETL jobs for extracting, transforming and loading the data
* Involved in the weekly status meeting to discuss the upcoming releases and changes in the hardware requirements and other major issues.
* Conducted JAD sessions, created Use Cases, work flows, screen shots and Power Point presentations for the Web Applications
* Involved in all SDLC stages under agile process in applications including Requirements analysis, implementation, testing, deployment and maintenance.
* Worked using Dashboard Reporting Tool for easy extraction of information.
* Generated and managed dashboards for project progress documentation design and organize the process flow for project reporting information management.
* Worked on requirements, analysis and design, project management, testing (functional and user acceptance tests)
* Assisted with user testing of systems (User Acceptance Testing), developing and maintaining quality procedures, and ensuring that appropriate documentation is in place.

**Environment:** Java, J2EE, SharePoint, Windows 2000/XP, RUP, UML, Visio, Caliber RM, Doors, Rational Suite (Rational Requisite Pro, Test Director, Clear Quest, Rational Clear Case, Rational Soda) MS Office Suite, SQL Server, SSIS, UAT.

**Mellon Bank, Pittsburgh, PA   
June 2012- Aug 2014**

**Business Analyst**

Mellon Bank was the principal subsidiary of Mellon Financial Corporation. The project involved analyzing the steps in the loan lifecycle and identifying processes for up gradation and integration. It provided a real time status of loan applications, by converting its labor intensive and time tracking loan lifecycle process into an automated and integrated system. Underwriting of loan applications was put in place under Sarbanes Oxley Compliance Act to meet the

requirement of setting internal controls.

After the merger Bank of New York Company, Inc. and Mellon Financial Corporation is now newly formed company called The Bank of New York Mellon Corporation.

**Responsibilities:**

* Conducted user interviews, gathered requirements, analyzed and documented business requirements based on the analysis of loan processing workflow model.
* Created Gantt chart used it to develop project schedule, allocate resources and make cost estimates using MS Project.
* Prioritized the requirements gathered from financial specialists, business users, domain experts through interviews and JAD sessions.
* Identified the deliverables at the end of the inception and elaboration phase of the Rational Unified Process (RUP) life cycle in terms of business modeling and requirements analysis.
* Created and maintained the Requirement Traceability Matrix (RTM) between the requirements and other products such as design documents and test plans.
* Initiated Use Case using UML, which provided the framework for potential use case deliverables.
* Ensured verification and sign-off of business requirements by various stakeholders/investors under SOX Compliance.
* Conducted various meetings and interacted with the analysts, and developers to discuss Enhancement and Modification Request issues.
* Performed Functionality testing and regression tests.
* Involved in executing test cases and scripts using Win Runner, Developed Sub Reports using Crystal Reports.
* Created various Charts and Graphs like Bar Chart, Line graphs, Pie Charts for analysis

**Environment:** MS Visio, Rational Requisite Pro, MS Project, HP QC, UML, MS Office, Windows, SQL.