Parth Jani

Business Analyst

**PROFESSIONAL SUMMARY:**

* **7+** years of proactive experience with IT Business Analysis skills with expertise in finance domain for full project life cycle implementation.
* Strong experience in conducting Interview, Joint Application Development **(JAD**) and **brainstorming** sessions with end-users, Developer and QA teams for requirement gathering and documenting the requirements in **Business Requirement Documents (BRD) and Functional Requirement Documents (FRD).**
* Effectively monitored the Defect Tracking process, executed and assisted testers in **User Acceptance Testing (UAT),** **Integration, and Functional** using **Excel, Quality Center and Jira.**
* Conducted **UAT,** provided **user guide, user manual**, demonstrated the entire application and prepared **test cases.**
* Performed **back end testing, data validation and manipulation using SQL queries.**
* Experienced in reviewing **Test Procedures, defining Test cases, executing test plans, analyzing bugs and interacting with team members in fixing errors using Quality Centre and** **JIRA** based on functional and technical specifications.
* Extensive experience in creating Screen Mockups, conducting **Gap Analysis** and Impact Analysis, SWOT analysis, **Cost Benefit Analysis, Risk Analysis.**
* Experience on **Credit Risk Management (Commercial Lending), AML and derivatives.**
* Adept at project documentation and expertise with **UML diagrams** such as activity diagrams, wireframes and swim lane diagram using **MS Visio**.
* Thorough knowledge in implementing all seven phases of Software Development Life Cycle (SDLC) such as initiation, planning, design, development, testing, deployment and maintenance by using **Agile and Waterfall methodologies**.
* Experienced with **Sprint planning, Backlog grooming, Release planning** and provided Demo to business users.
* Proficient in many software packages including (but not limited to) MS Office (Word, PowerPoint, Excel), Visio, MS Project, Adobe, HTML.
* Created **data mapping, data dictionary, and Requirement Traceability Matrix (RTM)** to maintain uniform understanding of a data object and track the origin and impact of a change in requirement.
* Excellent **communication and organizational skills** including the ability to multi-task prioritize and manage increasingly complex issues.
* Experienced in financial analysis and reporting for actual and budget and provided explanations to management
* Highly effective leadership and motivational skills to produce positive results while meeting deadlines.
* Adept at **Creating and Transforming business requirements into functional requirements and designing business models using Unified Modelling Language diagrams - Context, Use Case, Sequence, Activity diagrams** etc.
* Highly motivated team player with excellent Interpersonal and Customer Relational Skills, Proven Communication, Organizational, Analytical, Presentation Skills, and Leadership Qualities.

**TECHNICAL SKILLS:**

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| **Methodologies** | Waterfall, Agile/Scrum, RUP |
| **Requirement Management Tools:** | HP Quality Center (ALM), Confluence, JIRA |
| **Applications:** | MS Office (Word, Excel, PowerPoint) including Project, Business objects and SQL Server |
| **Databases** | MS SQL Server, MS Access, Oracle, ETL Tool -SSIS |
| **Languages:** | SQL, HTML, JavaScript |
| **Testing Tools** | HP ALM/ Quality Center, Quick Test Pro, JIRA |
| **Business Intelligence Tools:** | Business Object, Tableau |

WORK EXPERIENCE:

**Business Analyst**

**Bank of America – Charlotte, NC 08/2018 – Present**

**Responsibilities:**

* Assisted stakeholders and PMO to create Business Requirement Documents by identifying functional and non-functional requirements.
* Acted as an interface between Project Managers, Subject Matter Expert's (SMEs), Developers and QA Team on requirement gathering.
* Product Development process used for designing the application that included making Use Cases & Use Case Diagrams
* Involved in creating and analyzing current state flow diagrams of processes & UML Diagrams using MS Visio. Thereby, depicting the future state flow diagrams using MS Visio by interviewing various SMEs and feedback from IT solution architects.
* Responsible for defining and designing commercial lending loan approval process which resulted in data collection and analysis compliance.
* Worked on MS Visio for creating stimulations & Conducted Requirement gathering sessions with various SMEs located at the different company locations across US related to assigned tasks.
* Facilitated sprint planning, assigned user stories and story points, organized stories and epics for each sprint and raised defects and managed backlog using JIRA.
* Coordinate with the business area for procedure updates and execution of payments.
* Managed clients contact management including monitoring and recording interactions and communications through CRM (Customer Relationship Management).
* Participated further in walkthroughs and general discussions to gather and document the requirements using Confluence.
* Involved in documenting Functional Requirements in Functional Requirements Definition Documents (FRD) for Vendor selection, Appraisal, skip tracer and Recovery processes.
* Depicted User Requirements, Change Management, and Dependencies between other assignments within the project as well as other applications interacting with the assigned application and other possible risks.
* Created the future state screen shots in Power Point to represent to the business for final validation and signoff.
* Wrote Test Scripts, Did UAT and a part of Manual Testing.
* Actively involved in walkthroughs and meetings with Project Team members including other Business analysts assigned within the same application and team lead to discuss related issues.
* The deliverable included detailed documentation on Payment data flows for Outbound transactions for Wires and ACH payments to dealers
* The analysis included all Outbound and Inbound payment flows for Domestic and International payments
* Provided key input in working with users in identifying and defining system and project requirements.
* Played an active role in gathering, analyzing, and writing business requirements and functional requirement documents.
* Translated the business needs into functional requirements, and communicated the same to the business users, to baseline the initial high-level requirements.
* Managed Product Backlog with the help of Product owner and Scrum development team by employing JIRA to generate reports to analyze the performance of the application.
* Involved in conducting JAD sessions with the entire team to come up with the possible solutions for the business problems.
* Documented FRS (Functional Requirement Specifications) and assisted Systems analyst to come up with SRS (System Requirement Specifications).
* Provided inputs in the strategic development of detailed project plans, work assignments, and target dates.
* Designed and developed use cases, activity diagrams, and sequence diagrams, using MS VISIO.
* Worked with the software architects / developers to ensure that the applications conform to customer requirements.
* Functioned as the primary liaison between the business line, operations, and the technical areas throughout the project cycle.
* Partnered with the technical areas in the research and resolution of system and process problems.
* Played a key role in the planning, testing, and implementation of system enhancements and conversions.
* Analyzed research on operational procedures and methods and recommend changes for improvement with an emphasis on automation and efficiency.
* Assisted the QA team to write the test plan and test cases.

**Business Analyst**

**Fannie Mae – Rosslyn, VA 08/2016 – 08/2018**

**Responsibilities:**

* Developed tools using Excel and VBA to enhance and automate Business Processes for data retrievals and comparisons for the Common Securities Platform Initiative between Fannie Mae and Freddie Mac, allowing data documentation sharing on a single platform.
* Performed data comparisons of on-going activities in Microsoft Excel and Beyond Compare and disclosures surrounding CSPI in order to prepare the related audit materials.
* Created business processes, documentation and checklists for newly established processes, in Microsoft Word and Excel, mainly consisting of data comparison activities.
* Used Defect Tracking System in JIRA to report, update and analyse the defect.
* Conducted JAD sessions with management, SME, brokers, users and other stakeholders for gathering requirements and to discuss open and pending issues.
* Worked with the project manager for planning and organizing the project activities, and in communicating with Payment processors, Processor Supervisors & Operations manager and stakeholders of the project.
* Writing Data Mapping Documents, Data Transformation Rules and maintaining Data Dictionary, Data Migration and Interface Requirements Documents.
* Followed Software Development Life Cycle using Agile (SCRUM) Methodology which is based on iterative and incremental development.
* Created the Loan IQ business process model for the settlement, funding, accounting and payments process for the commercial lending and structured finance business lines.
* Conducted SCRUM meeting, Sprint meeting and Sprint planning meeting.
* Conducted Functional Requirement reviews and walkthroughs with the designers, developers and stakeholders.
* Developed Use Cases and Process flow diagrams using MS Visio.
* Used MS Project to manage schedules, milestones and deliverables for the project; Assisted Project Manager in Project planning and Resource allocation.
* Involved in production support, analyzed issues and communicated with the development team.
* Coordinated, controlled, and approved all IT changes for release.
* Created and conducted ITIL Foundations training courses for IT associates.
* Created and conducted Service-now.com training courses Mapped requirements with Test Cases using Requirements Traceability Matrix to ensure that all functionalities are implemented.
* Designed use cases, use case diagrams, activity diagrams and sequence diagrams in UML (Unified Modeling Language).
* Developed strategies with Quality Assurance group to test new feasibilities of products.
* Assisted in designing and supporting ETL processes, conducted import and export processes using SSIS.
* Advised and trained business users to effectively use the available information, ad-hoc data analysis capabilities and reporting methods, tools and techniques.
* Created Project status reports using MS Project, which were then submitted to project management office on a weekly basis.
* Facilitated User Acceptance Testing (UAT) by setting up test data and staging accounts in QA environment and by defining the approach to handle defects found in each category as well as the final acceptance criteria.

**Business Analyst**

**BB&T Bank – Winston Salem, NC 11/2014 – 08/2016**

Bank's commercial lending replacement project, a bank-wide initiative to replace the legacy Small and Medium Business and Corporate Banking. The main modules being replaced Commercial loans and retail loans and I also worked on Anti Money laundering System.

**Responsibilities:**

* Critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information to details, abstract up from low-level information to a general understanding, and distinguish user requests from underlying true needs.
* Participated in Loan IQ Service Pack and version upgrade analysis (commercial lending system) and end user requirements gathering.
* Prepared various project artifacts such as swim lane diagram, use cases, process flow diagram, and data mapping spreadsheet.
* The deliverable included detailed documentation on Payment data flows for Outbound and Inbound transactions for Wires and ACH payments.
* Involved in gathering the requirement with the SMEs to get the maximum information about the work-stream including Commercial Mortgage Servicing, Loan Monitoring, and Asset Management.
* Used MS Excel and MS Word to create a field-to-field data map that was used as a main specification document for the conversion program.
* Developed Traceability matrix for maintaining/updating system requirements using MS Excel.
* The transaction flows included Actimiz fraud analytics and fraud detection API for monitoring transactions in real time, allowing for targeted interdiction to minimize losses to improve customer experience.
* Gathered pertinent financial data such as the collection and dissemination of financial data, performed trend analysis and profit/loss statements for clients.
* Created the Loan IQ business process model for the settlement, funding, accounting and payments process for the commercial lending and structured finance business lines.
* Managed the application releases and coached the team members to adopt the agile methodology including, scrum master activities, sprint planning, morning stand-up and retrospective meetings.
* Prepared test plan, test scripts and participated user acceptance testing (UAT).
* Utilized Commercial Lending banking application and was responsible for the design and process flow of the system.
* Developed high quality documentation including BRD, Use cases, SRS, report specifications, BPM, test plans and user guides.
* Track and triaged development related tickets in JIRA.
* Worked on JIRA for bug status tracking and maintained and created status reports for the application.
* In coordination with other teams planned and verified monthly release changes using JIRA tool.
* Hands on experience with JIRA tool for drafting user stories, managing the requirements, preparing various Scrum artifacts such as Burn down charts, burn up charts, product backlog charts, defects log, and PSPI log.
* Designed and developed all Use Cases and UML models using Rational.
* Extensively involved in the development of Reporting Data Warehousing System.
* Adhered to operational control and processes to ensure regulatory procedures both internally and externally are cautiously followed to safe guard the security of clients and bank assets.
* Researched and prepared weekly comprehensive sales reports to present to senior management. These reports include the sales lifecycle information to support successful sales activities.
* Assisted with regression testing, functional testing, User Acceptance and system testing.
* Designed the business requirement collection approach based on the project scope and SDLC Methodology.

**Business Analyst**

**Bloomberg BNA – Arlington, VA 06/2012 – 10/2014**

**Responsibilities:**

* Responsible for requirement analysis by gathering functional and non-functional requirement based on interaction with the process owner & stake holders and conduct document analysis.
* Facilitated UAT with Business stakeholders.
* Work closely with developers to customize and develop, design and manage ongoing system enhancements to meet the organization's goals.
* Clearly communicated enhancements, new developments, releases, support, and training to Business stakeholders and customers.
* Created business and functional requirement documents; managed vendor evaluation process, developed rating methodology and scorecard.
* Communication with IT management, Legal, and strategic clients.
* Documented the process and trained the contractor team on utilizing and maintaining the system.
* Participate in the planning, development, maintenance and configuration of system.
* Performs detailed analysis, data cleansing and identifying manual data process.
* Involved in the daily Agile/SCRUM meeting to update the task status at hand to the overall team.
* Involved in Prioritization of the requirements from the Product Backlog maintained in JIRA.
* Continuously monitor the master data processes for improvement opportunities, provide recommendations and assist with implementing changes that increase the efficiency of the master data process.
* Participated in User Acceptance Testing (UAT) for product evaluation.
* Worked with the scrum manager to develop user stories.
* Involved in preparing Software Requirement Specification Documents.
* Created screen mock ups, wireframes, user experience requirements and workflows.
* Developing and maintaining all project activity plans for account as well as presenting project plans to client.
* Involved in data and gap analysis, documentation, process flow diagrams, develops source-to-target documents, source transformation rule and system specific rules.
* Created mockup screens, prototyping storyboards and UI/UX with HTML and MS Visio.
* Involved in ETL, Data Integration and Migration.
* Responsible for ad-hoc and scheduled catalog reports using MS SQL Server Report Builder.
* Run & validate weekly report on SQL server which used by higher management

**Education**

MSc in I.T – University of the Potomac, VA, USA

Bachelor of Computer Applications, MG University, India