**Rifat Tawhid**

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**OBJECTIVE:**

To take a challenging role on Business operations as Business System Analyst as well as Data Analyst and give an efficient and effective solution that would help the organization to achieve the best solution in Business, join a team of competent, progressive and task-oriented professionals and to be a part of organizational growth and excellence by working in a challenging environment that welcomes creativity and enhancements of skills possessed.

**SUMMARY:**

* An IT professional with 5 years of experience in the area of Business Analysis and Data Analysis. Ability to gather and document Business Requirements, experienced in writing Use Cases.
* Proficiency in SDLC life cycle, understands the workflow concept, ability to gather and document the 'As-Is' and 'To-Be' processes
* Requirement gathering through interviews, workshops, JAD sessions with clients, developers and QA Analysts and referring to existing system documentation and procedures
* Experience in complete WATERFALL, AGILE/Scrum, RUP SDLC Client /server architecture providing a well-balanced understanding of business relationships, business requirements
* Strong experience with Scrum/Agile methodology and well versed in writing user stories
* Participated in Sprint Planning, Daily Scrum Stand Up, and Sprint Retrospective meetings
* Incorporated agile scrum methodology to develop the application
* Experienced in gathering and documenting test Scenarios and ability to train users to translate technical requirements and translate them to a business audience.
* Worked in a software development IT shop, created quality documentations such as Requirements Documents, Design Document, Test Plan and User Acceptance Test Plans. Self starter with excellent time management skills
* Created and updated documentation to meet the requirements of Payment Card Industry (PCI) requirements for cardholder data environment and storage
* Strived to understand not just the technical needs of the client but also gained an understanding of the businesses
* Proficient in all MS office products like Word, Excel, Access and Power Point.
* Writing Use cases and producing Use Case Model, Analysis model, Behavior diagrams (Sequence diagrams, Collaboration diagrams) and Class diagrams based on UML Methodology & Business process flow diagrams using Visio
* Using Rational Unified Process (RUP), Rational Rose, Requisite Pro, Software Development Life Cycle (SDLC) processes and methodologies
* Writing & documenting Business Plan, Requirements Document, Functional Specification Document, and Test Case
* Defining Test Cases, analyzing bugs, interaction with team members in fixing errors and User Acceptance Testing (UAT)
* Using project management tools like MS-Project for status reporting and planning.
* Strong knowledge on Microsoft Business Intelligence tools (SQL, SSIS, SSRS, and SSAS).
* Expertise in Data Analysis Activities including Enterprise Data Management (EDM), Data Profiling, Data Quality, Data Governance, Source to Target Data Mapping, Data Testing.
* Experience in working with Data Warehouse and DataMart using ETL tools like SSIS and Informatica PowerCenter.
* Creative and aggressive self-starter with integrative thinking skills, capable of forming and maintaining positive and productive working relationships in internal, external, independent, and team environments
* Highly motivated, organized and results and detail oriented with excellent interpersonal, communication and presentation skills. Proven capability of adapting to new and fast changing technologies.

**TECHNICAL SKILLS:**

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| Project Management: | MS-Project, MS-SharePoint |
| Project Methodologies: | SDLC, Agile/SCRUM, UML |
| Business Modeling Tools: | Rational Rose, MS Visio |
| Defect Tracking Tools: | Quality Center, Test Director |
| Operating Systems: | Windows NT/XP/2000, UNIX |
| Database: | Access, Oracle, SQL server, DB2 |
| Business Applications: | Microsoft Office Suite, MS VISIO, MS Project, Share Point |

**PROJECT EXPERIENCE:**

**British Petroleum, Naperville, Illinois**

**May 2015- May 2017**

**Business Analyst/Data Analyst**

BP is of one of the world's largest energy companies, providing its customers with fuel for transportation, energy for heat and light, retail services and petrochemicals products for everyday items. Worked at the high-level within the Project Management Office (PMO) under minimum supervision, responsible for preparing technical documentation, reports and other deliverables Formulate and define systems scope and objectives through research and analysis combined with a basic understanding of business systems and industry requirements.

**Responsibilities:**

* Worked with the core team to design business requirement collection approach based on the project scope and SDLC Methodology.
* Designed and developed Project document templates based on SDLC methodology
* Worked closely with Business Owners and Stakeholders to outline Business Requirements.
* Worked with System analysts to understand the flow of data.
* Reviewed and analyzed data from various sources.
* Facilitate risk management workshops, recording risk and assigning risk for mitigation. Research and resolve system issues and perform application testing as necessary. Produce metrics reports from data derived from database as necessary for the project.
* Created Mapping Documents, Report Mockups and modified existing report mockups as to CMS requirements and finalized for development
* Provided technical expertise as an early engagement to different modules and enhancements to access impacts and define scope.
* Experience with writing complex SQL queries in Oracle to retrieve data for analysis, data migration, troubleshooting, and reporting purposes.
* Wrote PL/SQL statement and stored procedures in Oracle for extracting as well as writing data.
* Formulated logical statements of business requirements researched and evaluated alternative solutions and recommend the most efficient solution for system design.
* Review requirements and understand technical recommendations and constraints, and develop comprehensive and accurate functional specifications; Data Mapping, and process flows.
* Worked in Data Warehousing & Business Intelligence and experienced with its tools.
* Worked on Microsoft Business Intelligence tools (SQL, SSIS, SSRS, and SSAS) for data mapping.
* Prepared Data Requirements, ETL Specs, Timing, Constraints and Exceptions etc. Collaborate with data modelers, ETL developers to create the Data mapping document.
* Worked with ETL group for understating mappings for dimensions and facts.
* Extracted data from various sources like Oracle, flat files and SQL Server.
* Set up ETLs to load data into the physical data objects using SQL Data Tools.
* Worked on Microsoft Business Intelligence tools (SQL, SSIS, SSRS, and SSAS) for data mapping.
* Was involved in testing of Data Warehouse/ETL Applications developed in Informatica, SSIS using SQL Server, Oracle, DB2, and UNIX. Ability to evaluate ETL/BI specifications and processes.
* Was involved in using the Report Inspector tool to change, multiple reports database schemas, scheduling multiple reports, deploying and publishing.
* Created Business Requirement Document outlining detailed Business requirements (Functional and Non Functional), Data Requirements, ETL Specs, Timing, Constraints and Exceptions etc. Collaborate with data modelers, ETL developers to create the Data mapping document.

**Environment:** Windows XP, Business Objects, Zachman Framework, MS Office Suite, SSIS, SQL, PL/SQl, DB2, SAS database.

**EnCana Oil & Gas (USA), Inc. Denver, CO**

**July 2013- April 2015**

**Business Analyst/Data Analyst**

Worked for the EHS&S (Environment Health Safety and Security) Dashboard project for the US Division of EnCana Corporation . Liaison between the EnCana Business (Oil and Gas) and the IT (Information Technology) . This project came about as a business need to work with EnCana assets and provide information in real time to first responders in a field incident or emergency scenario. This was a multi agency and multi scale project.

**Responsibilities:**

* Involved in understanding the business opportunity, client and stakeholder kick off meetings and requirement gathering of the initiative and understanding and level setting the expectations of the stakeholders and their needs.
* The technology was designed to meet the needs of the Business (EnCana) by providing a system capable of serving data, maps, and control points through visualization tools to end users in real time. The enterprise platform consisted of the required architecture, software and databases to deliver these tools via web services. These services ultimately provided access to online mapping and integration with existing databases and other software systems such as IMS (Incident Management System), SCADA (etc.
* Structured workflow for entire content lifecycle from early research and development (R&D) through eSubmission.
* Defined charter, scope, schedule, and resources for projects productizing R&D programs, managing (and often defining and delivering) customer needs via marketing requirement documents (MRD).
* Identified opportunities for business process improvement through various meetings with business users and developers and initiated efforts to make improvements.
* Developed the project plan with assistance from the management, and included provisions for project scope changes and issues and initiated efforts to make improvements.
* Conducted project kick off meetings with team members to explain roles / responsibilities, relationships with other groups, deliverables, timelines, assignments and status reporting.
* Wrote PL/SQL statement and stored procedures in Oracle for extracting as well as writing data.
* Performed Requirement Gathering & Analysis by actively soliciting, analysing and negotiating customer requirements and prepared the requirements specification document for the application using MS Word.
* Created GUI specifications with Page flows, page business actions and screen mock ups.
* Prepare presentation slides in MS Project, which was extensively used in different JAD sessions and to track progress.
* Assisted the technical team in translating application functionality into application architecture.
* Participated in the bug review meetings, updated requirement document as per business user feedback and changes in the functionality of the application.
* Clarified QA team issues and reviewed test plans and test scripts developed by QA team to make sure that all requirements will be covered in scripts and tested properly.
* Worked in Data Warehousing & Business Intelligence and experienced with its tools.
* Worked on Microsoft Business Intelligence tools (SQL, SSIS, SSRS, and SSAS) for data mapping.
* Created ETL test data for all ETL mapping rules to test the functionality of the ETL Mapping.
* Identified the database tables for defining the queries for the Reports.
* Used ETL tool for Extraction, Transformation and Loading the data into target database.
* Worked with the ETL, QA and the BI team to help them understand the data model and helped them in preparation of Data Element Mapping (Source to Target Mapping).
* Performed SQL query on databases using SQL server.

**Environment:** Windows NT/XP/2000, UML, UNIX, MS-Project, MS-Office Suite, SSIS, ETL.

**Mellon Bank, Pittsburgh, PA**

**March 2012- June 2013**

**Business System Analyst/Data 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.

**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.
* Participated in Sprint Planning, Daily Scrum Stand Up, and Sprint Retrospective meetings.
* 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.
* Was involved in using Extensively used the Report Inspector tool to change, multiple reports database schemas, scheduling multiple reports, deploying and publishing.
* Created Business Requirement Document outlining detailed Business requirements (Functional and Non Functional), Data Requirements, ETL Specs, Timing, Constraints and Exceptions etc. Collaborate with data modelers, ETL developers to create the Data mapping document.

**Environment:** UAT,SSIS,MS Visio, Rational Requisite Pro, MS Project, UML, MS Office, Windows 2000, Crystal Reports, SQL

**EDUCATION:**

Master of Business Administration in Management Information System and Business Analytics, Ashland University, Ashland, OH