**Sanjeev Paudel**

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**SUMMARY**

* Results oriented with 7+ years of experience as **Business System Analyst** in finance sector.
* Ability to elicit, analyzes, gather, document and prioritize requirements for business support system and operational support system.
* Proficient in Technical and Business Writing, Business Process Flow, Business Process Modeling, Business Analysis and Testing various methodologies.
* Experience in interacting with business users to identify their needs and gathering Business and Functional Requirements, developing Project Plan, Business Requirement document, Functional Specification document, Test Plans, conducting Gap Analysis and Impact Analysis, preparing training manuals and knowledge transfer manuals.
* Strong understanding of SDLC methodologies including RUP, Waterfall and Agile.
* Worked on Business Rules Management System (BRMS) to allow properly authorized end users to update and test changes to business rules.
* Competent in Creating Unified Modeling Language (UML) diagrams such as Use Case Diagrams, Activity Diagrams, Class Diagrams and Sequence Diagrams.
* Developed User Stories throughout the Agile Lifecycle as well as created various UML diagrams such as Use Case, Activity.
* Understanding of Lean Six Sigma principals.
* Developed Data Flow, Work Flow, Process Flow, and Entity Relationship Diagrams in MS Visio, and analyzed them to create “AS IS” and “TO BE” scenarios
* Expertise in Project Management i.e. Project Scoping, Planning, Estimating, Scheduling, Organizing, Directing, Controlling, Budgeting and Drafting Remedy Procedures.
* Experience in facilitating JRP sessions with Business User Groups, conducting JAD sessions with IT Groups and Conflict Management with Project team members.
* Facilitated Change Management across entire process from Project conceptualization to Testing through Project Delivery, Software Development and Implementation Management in diverse Business and Technical Environments.
* Responsible to Track, Document, Capture, Manage and Communicate the Requirements using Requirement Traceability Matrix (RTM) which helped in controlling numerous artifacts produced by the teams across the deliverables for a project.
* Experience in conducting User Acceptance Testing (UAT) and documentation of Test Cases. Expertise in designing and developing Test Plans and Test Scripts.
* Interface with clients from Operations, Marketing, Sales, Technologies, and Outside Vendors and act as their customer interface point as the lead of the Projects.
* Highly motivated team player with excellent Interpersonal and Customer Relational Skills, Proven Communication, Organizational, Analytical, Presentation Skills, and Leadership Qualities.

**TECHNICAL SKILLS**

**Project Methodologies** Rational Unified Process (RUP), Waterfall, Agile

**Business Modeling Tools** MS Visio and Rational Clear Case

**Defect Tracking Tools** Rational Clear Quest, JIRA

**Languages** SQL, HTML, XML

**Business Applications** MS Access, Excel, Word, Outlook, PowerPoint, Visio and SharePoint

**Operating Systems** Windows, UNIX/Linux

**PROFESSIONAL EXPERIENCE**

**Aethlon Capital, Minneapolis, MN**

**Business System Analyst**

**Feb 2015 – Aug 2017**

I have been associated with the compliance project which was carried for control process adherence for **mutual funds**and building the framework for key operational risk mitigates for the process improvement.

**Responsibilities:**

* Helped develop project plan and manage scope. Established a Business Analysis methodology around Agile.
* Designed the infrastructure for the foundation of liquidity requirements at various stages UML based using the regulatory compliance documents, key operational controls.
* Formulating use case for key considering the key internal control process in the policy and building the scenarios considering the money market investments and maturities in short term.
* The project followed Agile Methodology. Was involved in daily scrum meetings to understand and coordinated in the ongoing development and discussed any issues faced by the team members.
* Assisted in requirement gathering with the business and front office users and logging them into JIRA for tracking and allotment perspective.
* Explained risk measures, and sensitivities of trading positions and portfolios.
* Performed project work on process automation and data capture.
* Integrated data models using quantitative and qualitative modeling technique based on the cash flow requirements with use case scenario provided in HP ALM for test plan.
* Designed the operational control guidelines for derivative trading considering forward, future and other variations ensuring credit risk and exposure on various options. Set up definitions and process for test phases including integration test, user acceptance test and validation through elicitation of the requirements.
* Comprehensive understanding of the organizational framework to map the As-Is and To-Be model using the GAP analysis plan to monitor the effective approach for the solution considering key market risk factors.
* Experienced workflow and process mapping using Six Sigma.
* Created the necessary testing procedures and documentations and update in quality center in compliance with the required regulatory rules.
* Coached and developed a distributed team of business executives and technical professionals regarding Agile roles, routines and responsibilities resulting in a more thorough understanding of Scrum and a faster start up time to developing software.
* Participated in Daily Agile Scrum “Stand-up”, Biweekly Sprint Planning and Retrospective Sessions and update the team on status of upcoming User Stories.
* Initiated and crafted project charter by collaborating with senior business executives and technical architects; facilitated document through the global enterprise dispatch process resulting in an expedited approval of project time lines, resources and scope.
* Use Agile systems and strategies to provide quick and feasible solutions, based on Agile system, to the organization.
* Work in Agile, scrum, and sprint environment in order to change the requirements and features set.
* Developed business requirement specification documents.
* Documented functional and technical requirements following established procedures.
* Designed and developed Use Cases, Sequence Diagrams, using UML.
* Designed and implemented basic SQL queries for QA testing and report / data validation.
* Played a key role in the planning, testing, and implementation of system enhancements and conversions.
* Functioned as the primary liaison between the business line, operations, and the technical areas throughout the project cycle.
* Worked with the development team to ensure that they understand the functional specifications. Facilitated brainstorming and walkthrough sessions.
* Partnered with the technical areas in the research and resolution of system and process problems.
* Prepared project reports for management & assisted project managers in the development of weekly and monthly status reports.
* Conducted Defect Management using JIRA.
* Analyzed research on operational procedures and methods and recommended changes for improvement - with an emphasis on automation and efficiency.
* Conducted benchmarking activities to identify best practices.
* Created RTM (Requirements Traceability Matrix) to ensure that all requirements were tested.
* Assisted in the development of test scenarios; prepared User Acceptance Testing documentation and collaborated with system users to conduct UAT.
* Assisted in developing training materials for the new technology and in conducting user training.

**Vanguard Insurance, Valley Forge, PA**

**Dec 2012 - Dec 2014**

**Business System Analyst**

As a Business System Analyst, I was working on a **life insurance and annuities** project. The project objective was to build a system, which will integrate the policy management systems of the company and extend their functionality for a web-based access by the company’s countrywide network of independent producers. As a Business System Analyst my main responsibility was to provide valid policy information to the Life Insurance Claims application.

**Responsibilities:**

* Performed risk evaluation with underwriting department to determine premium for potential clients for each of the policies.
* Provided daily technical assistance by responding to inquiries regarding errors and problems while booking policies and claims in Wheatley insurance system for commercial auto, general liability, worker compensation, and commercial package.
* Used frequency and Severity model of Actuarial to interpret and produce graphical representations of loss and counting distribution
* Worked extensively to write Use Cases and do the Process flows for the Life Insurance package.
* Supported full traceability among all artifacts throughout the software development life cycle
* Extracted the Business Requirements during various sessions with business leads and tagged all requirements in Requisite Pro, tracing them all the way to the stakeholder requirements
* Conducted JAD sessions with extensive involvement from Business, Development, Testing teams, Architects, SME’s (Subject Matter Experts) and Managers of various Business Units
* Created Business Process specifications, application designing using RUP, database schema design and implementation methodology.
* Elicited requirements and provided specific business and technical requirements guidance for the construction of the system. The requirements set comprised of Business Requirements Document (BRD), functional requirements, Business and System Use Cases.
* Worked closely with the QA team in the writing, reviewing and executing of the Test Cases.
* Used Rational Clear Case and Clear Quest as Configuration Management and Change control tools.
* Constructed and maintained UML models using Rational Rose, and created use case diagrams, class diagrams and sequence diagrams for all the use cases
* Co-ordination with multiple teams and integration architects, in performing analysis for issues regarding speed and stability
* Conducted manual testing by observing every step in the requirements and test cases.
* Managed the whole testing process using Quality Center.
* Tracked and documented defects and communicated them to the technical developers.
* Scheduled batches backup process to maintain customers and clients database
* Participated in UAT (User Acceptance Testing) with all levels of User Groups.

**Citibank, New York, NYC**

**Business System Analyst**

**Jun 2010 – Oct 2012**

As a BSA I worked on a database framework project for efficient storage and retrieval of very high volume time-series data. This system is capable of storing equities tick-by-tick data from multiple sources. It stores more than two billion records per day and growing. It contains Market data and analytic data for **Brokerage, Investment, equity etc.**

**Responsibilities:**

* Performed Business Analysis functions with focus on SDLC methodology for Market Data Group
* Analyzed and monitored business requirements on static and price data for Equities, Cash and Derivative products
* Created Current State Study, Project Briefs and Functional Specifications documents for system enhancements/product data enrichment and obtained sign-offs
* Interfaced with users through face-to-face and telephonic meetings/conferences and managed their expectations.
* Coordinating agile based planning/review activities and meetings, followed Iterative Software Development Life Cycle Process, Agile using Scrum
* Understood and articulated business requirements from user interviews, weekly requirement gathering sessions and then converted requirements into technical specifications
* Served as a liaison with business representatives and developers
* Interacted with IT personnel in Front Office and Back Office
* Maintained data quality and integrity for mission critical securities (Equities and Fixed Income) master databases accessed by over 100 downstream applications
* Developed process flowcharts and User Manuals for Data Support function
* Performed complete database field mapping for sourcing data from alternate systems in case of decommissioning of a legacy system
* Communicated with data vendors like Reuters, Bloomberg, Telekurs, Markitetc
* Used MS-Visio to draw Sequence and Activity Diagrams
* Performed GAP analysis of as-is and to-be System
* Checked the data flow through the front end to backend and used SQL queries to extract the data from the database
* Performed UAT manually till user satisfaction
* Extensive use of UML to draw Business Process Flow, Use Cases Modeling, Sequence, Sequential Diagram and Activity Diagrams
* Assisted the business partner in preparing UAT plan/scripts
* Assisted Testing Team in Test Cases, performed unit testing and integration testing
* Participated in UAT and developed test cases for unit testing based on functional specifications

**EDUCATION**

Bachelor’s