**Sunil Giri- Certified SAFeAgilist 4.0**

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**PROFESSIONAL SUMMARY**

* An analytical and enthusiastic Scrum Master, Business Analyst/Business System Analyst with over 6 years of progressive experience in Investment Banking, Mortgage Processing, AML, Capital Market and Assets Management.
* Comprehensive knowledge and experience in all aspects of the **Software Development Life Cycle (SDLC)**, which includes Requirements Gathering, Analysis, Design, Development, Testing and Implementation.
* **Knowledge and acquaintance with KYC policy and AML for all the banking transactions at various levels**
* Experience in complete **WATERFALL, AGILE/Scrum, RUP** SDLC Client /server architecture providing a well-balanced understanding of **business relationships**, **business requirements**.
* Experienced managing complex projects belonging to different **domains** like **Finance**, **Asset Management, Debt Management portfolio**, **Mortgag**e and **Banking**, **Supply Chain Management**.
* Experience in developing project plans, identifying documents, and validating requirements and reengineering process.
* Experience in applying **Rational Unified Process (RUP)** methodology using Modeling and requirement documentation tools such as **MS Office, MS VISIO, and MS Project**.
* Facilitated **JAD Session** and communicated with Stakeholders, Development team, SMEs, System Analyst, Business Analyst and Project Manager.
* Experienced in manual as well as automation testing of both web based and client based applications by using ALM
* Knowledge of data mapping and data migration at various level
* Excellent analytical skills for understanding the business requirements, business rules, business process, data analysis, **data mapping** and detailed design of the application.
* Excellent skills in **Business Analysis, requirement analysis, Business modeling and Use Case** development using **UML Methodology**.
* Extensive knowledge of reporting tools such as **SQL** and **ACCESS** for underlying database tables and resolve data issues.
* Expertise in **RDBMS** concepts and running **SQL** queries.
* Hands on experience with **Scrum, planning cycle and story writing**.
* Experience in developing **Prototype** using **mockup** and **wireframe tools**
* Proficient in performing various research and **Data/impact, GAP analysis, SWOT analysis** or executive management reporting.
* Experienced in manual testing, logging errors and provide support to programmers to correct defects in the system.
* Facilitated **UAT** with the stakeholders and the business users.
* Strong analytical skills, to evaluate the information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, and translate up from low-level information to a more general understanding.

**TECHNICAL SKILLS**

**Operating Systems:** MS Windows XP/Vista/7/8

**Databases:** MS Access, SQL 2008, SQL 2012, MYSQL

**Methodologies:** Waterfall, RUP, UML, RAD, JAD, and AGILE/SCRUM.

**Modeling Tools:** Rational Rose / Microsoft Visio, MS SharePoint

**Requirement Tracking:** Rational Requisite-Pro, Test Director, DOOR.

**Change Management Tools:** Rational Clear Quest, JIRA, Version One

**PNC Financial, Pittsburgh, PA**

**Dec 2014 -April 2017**

**Business System Analyst/ Scrum Master**

**Project 1:**

PNC offers an array of financial services and products including retail banking, mortgages, corporate banking, cash management, credit card, capital markets, trust and wealth management, and insurance. PNC purchases and issues single-family and multifamily residential mortgages and mortgage-related securities, which is financed by issuing debt instruments in the capital markets . The project involved developing a risk analysis and modeling system for the mortgages to be pooled. It was intended to help the business users to structure the mortgage pool based on collateral pool characteristics. Credit Risk and Prepayment Risk could be assessed and the system could also determine loss provisions based on the expected range of loss estimated by foreclosure frequencies and loss severity of the mortgages. The rating criteria used by the various Credit Rating Agencies such as Fitch, Moody's and Standard and Poor's could be applied to calculate the level of Credit Enhancement required for the various trenches of securities.

**Project 2:**

PNC offers online banking to its customers. The Project was to modify/redesign the Bank's website and modify the Virtual Wallet Mobile (ios) application. The application allows its users to perform four important tasks: View Accounts, Transfer Funds, Pay Bills, and Mobile Check Deposit (ios).

**Responsibilities:**

* Conducted brainstorming sessions to extrapolate the requirements that are not stated.
* Facilitated the understanding of the developers by creating intuitive wire frames.
* Worked with business sponsors to elicit business/functional requirements and generated use cases in accordance with RUP Best Practices.
* Build and maintain CCAR (Comprehensive Capital Analysis & Review) operating rhythm and governance framework.
* Performed Root Cause analysis for CCAR file anomalies.
* Studied the Basel III accord and Fed's CCAR. Led the Basel III Data GAP Assessments (DGA).
* Extensively used Rational Requisite Pro to document, review and analyze the requirements.
* Used UML and RUP methodology to capture, analyze and translate business requirements.
* Developed business Use Case scenarios, sequence diagrams and class diagrams.
* Prepared Rational Suite (Clear Quest and Requisite Pro) training materials for user and administrators and trained nearly thirty of them in the branch office.
* Structured flexible test plans, test cases and test scripts to test entire application based on business requirements, technical specifications, and product knowledge and use case scenarios.
* Addressed all aspects of the loan life cycle, starting from identifying a prospective client to the loan closure.
* Identified and validated business rules and data elements. Performed Data mapping and logical data modeling.
* Prepared Business Requirements Documents to enlist the high-level scope of the project.
* Created Process Flow diagrams, Data Flow diagrams (DFD), State Diagrams, Activity Diagrams and Entity Relationship diagram (ERD) in MS Visio using UML for various modules of the project as needed.
* Designed the security, roles and permissions model to replace the pre-existing model giving the users a more secure and flexible security plan.
* Administered and managed user accounts using Active Directory.
* Integrated Web Services for business process workflows.
* Helped the process team in Developing methodology and lifecycle for the BPM/SOA processes testing and quality assurance.
* Implemented knowledge of Distributed Web Services/ Enterprise / Web / Client- Server systems using XML and SOA Web services.
* Acted a project manager/business analyst for the Buy-In project and build a new application using service oriented architecture (SOA) and XML to assist the team in sending Buy-In requests.
* Conducted multiple JAD sessions to synchronize different stakeholders on their objectives and gathered requirements.
* Defined security roles, client access for unique features for different user groups.
* Conducted and performed User Acceptance Testing (UAT).
* Developed Test Plan, Test Scenarios and Test cases based on the Use cases and Functional specifications and performed manual testing of the functionality of the application by inserting varying data on different test runs.
* Contributed in reviewing and editing of the test scripts.
* Participated in project review meetings to resolve defect related issues.
* Revised existing documentation comprehensively to enhance the ability of the stakeholders to proceed with the next major phase of developing the application.
* Performed User Acceptance Testing on behalf of end-user to ensure that the user requirements are satisfied and properly tested.
* Use of SharePoint to store, organize, share, and access information from almost any device.
* Assisted in implementation and deployment of the best SCM processes with seamless integration among various phases of Software Development Life Cycle (SDLC) such as Change Request and Product Life Cycle Management utilizing UCM component of Rational Suite.
* Wrote, tested and shared sql queries for each of the in-scope report with off-shore development team to help speedup ETL work and identify source tables.
* Participated in Data Mapping, Data Conversion, creation of the Data model and used SQL and Toad to extract, filter and validate data.
* Was involved in User Acceptance Testing and Parallel Testing.
* Performed data validation using SQL queries and run ad-hoc queries to show data to the business users.

**Environment:** RUP, SQL Server 2012, Oracle, UAT, Java, J2EE, Java Script, HP ALM, TOAD, SharePoint, Rational Clear Quest 7.1, Requisite Pro v7.1, Rational Clear Case, Rational Rose, Rational Requisite Pro, Doors, MS Office, MS Visio, MS Project, Active Directory.

**Dowling &Yahnke Wealth Management, San Diego, CA**

**April 2013- Sep 2014**

**Business System Analyst**

Dowling and Yahnke is a California based Wealth Management firm which is more popular among individual families, endowments and foundations of San Diego. It has currently over 1000 of clients and manages assets worth roughly around $3 billion. The company basically offered the services such as financial planning, investment management and social security and medical planning.

In this project, I was entitled as Business System Analyst where I had to interact with the business regarding their online portfolio management tools. The project was all about the managing the streamlined management fee system based on the customer category as well as managing complex payment related issues. We had a Scrum team of developers, Quality Analyst, PM and BA where we were responsible for reengineering manual payment regarding the fee for portfolio management to automated payment system. The project introduced the system which substituted time consuming and human enabled system of payment. Therefore, it also helped the company towards reducing cost of handling software.

**Responsibilities:**

* As a business analyst I Worked closely with cross-functional teams and with distributed system groups, including PMO, to capture financial advisory business requirements for **Portfolio Management Payment system (SDLC).**
* Participated in definition of Agile User Stories, performs business and technical analysis related to stories and constructs documentation in support of stories.
* Participated in the daily scrum Meeting and note on the requirement presentation.
* Prepared Business Process Models that includes modeling of all the activities of the business from the conceptual to procedural level.
* **Extensively used SQL to retrieve, and manipulate data in the database**
* Use SQL to select the accounts with certain characteristics and to track the volumes with each processed file for a time period to create volume and functionality graphs.
* Submitted a Best Practices report based on surveys and evaluation of various components of the online payment applications available in the industry.
* Tracked PV and sensitivities during testing
* Involved in defect reporting and assigning the defects to development team through HP ALM
* Designed Activity Diagrams to chart out the various workflows that occur during customer transactions, and presented them to the SME.
* Reconciled valuation models as part of the Independent Price Verification process
* Designed trade flow diagrams for cash and securities movement between investor, bank, stock exchange and depository participant.
* Received and analyzed Financial statements from Assets management system and determined the correct amount of fees, taxes and commissions based upon the market and quantity of shares.
* Gathered high level business requirements from the various product groups through one-on-one user interviews and JAD sessions.
* Crystal Reports was used to generate reports from different databases of different asset classes like equities, bonds, OTC derivatives, and commodities, for all business needs.
* Conducted Gap Analysis to ensure all requirements of the current process are met by the proposed system. **Prepared As-Is and To-be models.**
* Authored the Business and Functional Requirements Document and maintained traceability from challenges to high level and functional requirements.
* Assisted the Project Manager in conducting weekly status meetings and developing the Work Breakdown Schedule (WBS).
* Modeled the business and application using RUP methodology and UML.
* Conducted workflow analysis by crafting Activity diagrams, Use Case diagrams and according to UML methodology thus defining the Data Process Models.
* Analyzed the reporting process and suggested modifications to enhance current process.
* Performed User Acceptance Testing (UAT) to ensure standard and proper functionality implementation.
* Researched various components of online banking applications, read several papers and surveys, and prepared a ‘Best practice report’ and submitted to the project manager.

**Environment:** Windows, Rational Rose, Scrum, Agile, HP ALM,SQL, MS Word, MS Excel, MS Visio, MS Project.

**Citigroup, Jersey City, NJ**

**November 2011- March 2013**

**Business System Analyst**

End-to-End Anti Money Laundering (AML) Reconciliation

**Global End-to-End (E2E) Anti Money Laundering (AML)** Transaction Reconciliation Program provides additional confidence in the completeness of data being monitored for AML through the implementation of various controls. The program automates, personalizes and extends the one-time efforts of Baseline Reconciliation into a regular process. The program lays out governance and ongoing roles and responsibilities for business operations and technology. My key responsibilities included investigating and asses alerts for potential money laundering risks in the Bank, to insure efficient identification and monitoring of suspicious activities and transactions and to ensure timely, efficient reporting of suspicious transactions to AML Compliance Officer and the Financial Intelligence Centre. In addition, I had to team up with the Financial Forensics department in daily assessment of AML and SWIFT reports for potential suspicious activity.

**Responsibilities:**

* Functioned as a Business System Analyst with subject matter experts to identify and understand requirements and Lead the team within JAD sessions. Recorded and published all session notes along with related diagrams.
* Followed a structured approach for gathering and formalizing business requirements developed and maintained quality procedures and ensured that appropriate documentation was in place
* Responsible for identifying and documenting business rules, created detailed Use Cases and conducted User Acceptance Testing (UAT). Developed the test plan, test conditions and test cases to be used in testing based on business requirements, technical specifications and/or product knowledge.
* Determine requirements for new loan origination system with the line of business
* Analyzed and optimized the existing business processes using Conceptual Models and Data Flow Diagram. The process included performance enhancement requirements assessment and mapping of existing work flow and data flows. Performed Use Case modeling, Use Case Development, and data modeling to capture, communicate, and manage business and system requirements.
* Participated in Agile development practices and Agile software development.
* Managed specific application quality assurance and help desk activities including the tracking of bug reports and change requests and ensuring their timely resolution.
* Ensured that all items follow the change management process and are entered and tracked through the change management software.
* Responsible for the overall success of testing, including results verification and release sign-off.
* Use SQL statements to test and match the requirement using the test variables.
* Provided resource planning, management and resolution of issues that impede the test effort.
* Lead groups of business personnel, who test, evaluate and validate new functions and applications, and identify issues in software or services.
* Responsible for preparation of Document Requirements Guides and Data Mapping of Loan Documents for new Loan Origination System..
* Extensive experience working in an Agile development environment.
* Analyzed discrepancies in service or performance and made recommendations for updates.
* Provided final sign-off to the IT project manager to release code to production.
* Ensured continuing operational quality by documenting bug fixes and enhancements assigning tasks to developers, testing and releasing updates.
* Proficient in Microsoft office products: Word, Excel, Outlook, Visio

**Environment/Technology**: Oracle 10g, Microsoft Visual Source Safe, Informatica Power Center 8.6, TOAD 8.5.

**Bank of America, Washington, DC**

**July 2010 – Sept 2011**

**Business Analyst/QA Analyst**

Bank of America is one of the leading financial management and advisory companies. I worked as a Business Analyst on the Benefits Online Project. Benefits Online is a web-based application, which helps users manage their assets/funds. After a successful logon, user’s home page would list all the account types they had their funds allocated to. They could transfer or withdraw funds using various combinations made available to help them manage their funds. Users could also calculate the maximum loan amount he or she is eligible for and apply online. All the Customer Information was saved on Oracle databases. All the transaction had to be in acquaintance with the **KYC policy** as defined by the financial regulators

**Responsibilities:**

* Gathered the requirements and detailed business policies and modified the business requirement document.
* Analyzed systems specifications, requirements and developed use cases accordingly.
* Prepared a detailed business requirement document.
* Defined and documented the business process flow and functional specifications of the system.
* Performed Back end testing using SQL and UNIX.
* Validated data Using SQL joins.
* Assisted the customer in defining the high-level functional requirements and needs.
* Involved in the data movement between systems, validated the business requirements.
* Implemented numerous use cases based on test strategies.
* Utilized RUP to create activity diagram, sequence diagrams and workflow process diagrams.
* Prepared the business workflow using MS-Visio with input, output, pre and post conditions.
* Analyzed team performance with the QA manager and implemented the changes if any with respect to raising the efficiency of the entire team.
* Evaluated and implemented QA process improvements for ongoing testing.
* Involved in maintaining the Test Matrix.
* Participated in weekly meetings and walkthroughs.

**Environment:** Windows XP, MS Word, MS Excel, SQL, UNIX, MS SharePoint, Test Director and HP Quality Center, Rational Req Pro.

**EDUCATION**

**Bachelors in Finance**