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***Varun Babbar***

***Sr. Business Analyst/Scrum Master***

**PROFESSIONAL SUMMARY**

* **Business Analyst** professional with **9**years of experience in business process management, analysis and requirement gathering
* Experience in client-oriented roles in domains like **Mortgages, Investment banking, Risk management, Securities and Capital markets, Corporate Finance and Wealth management.**
* Spearheaded projects on **Waterfall, Waterfall-Scrum ( hybrid), and Agile-Scrum**
* Business writing skills in creating **Business requirements document (BRD)**, **Use-Case Specifications, Systems Requirements Specification (SRS), High level and Low level documents (HLD/LLD)**
* Proficiency in gathering **SMART** requirements and transforming them into**functional specifications** focusing on workflow analysis and design, user interface design, and process flow modeling
* Organized and facilitated **requirements gathering sessions** and **JAD sessions** with Subject Matter Experts (**SME’s**) and stakeholders in order to document decisions regarding future state of business processes
* Worked with Architects, Data modelers, Developers, Testing teams thereby coordinating efforts
* High expertise in tracing requirements throughout the development process and verifying adherence to **Requirement Traceability Matrix** (RTM)
* Proven success in **eliciting** business requirement, **GAP** analysis, **Risk** analysis, and**SWOT** analysis
* Experience in **Use Case Analysis**, creating Key performance indicators (**KPI**), and Change Management
* Adept in using MS Visio to draw **UML** diagrams like activity, sequence, use case diagrams, flows charts, and Data Flow Diagrams
* Utilized **MS SharePoint** to access various business artifacts and to store it across all platforms
* Extensive involvement with **Data Warehousing**, Dimensional Modeling, **Data Analysis**, Data Mapping, and Data profiling
* Experience in creating **Test Plan** and **Test Cases** for Functional and Nonfunctional requirements
* Skilled in using tools like **JIRA, MS Office and HP ALM**for requirement management
* Collaborated in various types of testing like **Functional (Black-Box), Regression, Load and UAT testing**
* Facilitated **end-user** training and preparing **deployment** plan
* Generated reportsusing **pivot table**, and worked with different **MS Excel** function types and **VBA Macro**
* Dedicated & Self- motivated, proven **leadership** capabilities and time **management** skills
* Excellent **analytical, problem solving, communication** and **documentation** skills

**FINANCIAL DOMAIN KNOWLEDGE**

* Good Knowledge in **Equities, Fixed Income (Bonds, Repos, and MBS), Loans, and Derivatives (Options, Futures, Forwards, Interest Rate swaps), Mutual funds, Mortgages, Investment Banking, Brokerage/Wealth management and Capital Markets**, with experience in identifying and documenting detailed business requirements pertaining to **Equities and Derivatives Trading, Trade order, Execution, Settlement, Portfolio, Risk and Compliance, Brokerage, and Accounting**
* Experienced in analyzing the existing **Trading platforms and front-office business processes and systems**
* Performed **Credit Risk, Operational Risk, and Market Risk** analysis using data reporting and governance
* Hands-on experience with various financial software including Odin, Market Data using **Bloomberg**

**TECHNICAL SKILL-SET**

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| **Modeling Tools** | UML Modeling using Rational Rose, MS Visio, MS Project |
| **SDLC Methodologies** | Waterfall, Agile-Scrum, Waterfall-Scrum, Waterfall-RUP |
| **Business Skills** | Change Management, Impact Analysis, RAD, JAD Sessions, SWOT analysis |
| **Requirement Management** | MS Office, JIRA, HP ALM V 11.5 |
| **Project Management Tools** | MS Project, Microsoft SharePoint Server |
| **Testing Tools** | HP QC v10.0, HP ALM V11.5,Load Runner |
| **Financial tools** | MS Excel functions and pivot tables, VBA Macros, Financial Statement Analysis |
| **ETL Tools** | Informatica, and JIRA |
| **Reporting tools** | Tableau Desktop , Cognos , MS Word, MS PowerPoint, Spotfire |
| **Languages** | HTML, XML, SQL |
| **Databases** | MySQL Workbench, MS Access |

**PROFESSIONAL EXPERIENCE**

**Bank of America, Pennington, NJ**

**Project: Trading System**

**Role: Sr. Business Analyst/Scrum Master Duration: July 2013 – Present**

**Project Description:** The project was a new development entailed to develop a proprietary trading platform for fast order entry and trade execution along with various other tools to make trading experience unique and flexible. The platform provides a comprehensive suite of connectivity solutions designed to meet the complex needs of the global trading community.

**RESPONSIBILITIES:**

* Analyzed the prior documentation and business processes for full understanding of the project. Interviewed area experts, asking detailed questions and carefully recording the requirements in a format that can be reviewed and understood by both business people and technical people
* Developed good knowledge of Equities, **Fixed Income**, Foreign Exchange, Futures, Bond Pricing, **Derivatives (Options and Futures), Credit Derivatives**, and **Equity Order Processing**
* Gathered Business Requirements, through constant interaction with the Product owner, SME’s, Designer and Developers to get a better understanding of the Business Processes
* Coordinated and conducted joint application development (JAD) and walk through sessions involving business unit stakeholders, and technical analyst thereby utilizing strong interpersonal, oral and written communication skills
* Analyzed and optimized the process, prepared Business Requirement Document (BRD) and Functional Specifications
* Experience capturing all aspects of Trade Life Cycle (Front Office Order Management, Trade Execution, Settlement and Clearing) through use cases & process flow diagrams
* Analyze business rules, analyze in near real time issues process flow issues in Orders related Stocks, Mutual Funds, Bonds, Options, Futures, Asset Transfers, Actions, Futures, Portfolios. Data comparison, Transaction Posting
* Security Valuations data, Commissions data for trades and calculations of **Fixed Income** Trade Orders and Database, log checks for reasons of discrepancy
* Performed Gap analysis designed new process flow, documented the business process, various business scenarios and activities of the business from the conceptual to procedural level
* Educated developers for various financial products and help them understand the logic of operation of **Equities, Bonds, Derivatives, and Mutual funds** analysis
* Provided technical assistance in identifying, evaluating, and developing systems and procedures that were cost effective and met business requirements
* Conducted stand-up meetings and created burn down charts and calculated the Velocity of the team
* Assisted in developing a database of securities to be included in the platform for optimal capital allocation
* Identified and created User stories and Use Cases from the requirements
* Coordinated and prioritized outstanding defects and system requests and prepared **Requirement Traceability Matrixes (RTM)** to track such requirements
* Extensively worked on the SharePoint application especially on the Intranet Portal, Extranet site and managing the enterprise content and document Management
* Wrote SQL Queries to extract data from different data sources to map into central repository using Informatica
* Generate Fixed Income and Equity reports for Compliance reporting using web based Cognos application
* Testing of Trades, Trading errors, checking Compliance rules, Portfolio rules in Trade Portal
* As a Sr. Business Analyst involved in business requirements, analysis, design, project planning & scheduling
* Involved in developing test strategies and assisted in developing test scenarios, test conditions and test cases

**ENVIRONMENT:** Agile -Scrum, JIRA, MY SQL Workbench, Informatica , MS Office, SharePoint (2010), MS Project, MS Visio , HP ALM, Cognos.

**Bank of Oklahoma, Tulsa, OK**

**Project: Mortgage Processing System**

**Role: Sr. Business Analyst Duration: March 2012 - June 2013**

**Project Description:** This project was an extension to the existing system entailed to provide access to brokers of different agencies so they could apply for mortgage loan on behalf of their customers.

**RESPONSIBILITIES**:

* Actively Involved in **Pre-Analysis** of project with **SME**(Subject Matter Experts) and Developers
* Conducted Gap analysis to understand new business model and additional functionalities to be incorporated
* Facilitated JAD sessions for better understanding and refining of requirements in coordination with multiple teams
* Created **Business Requirements** and translated them into **System Requirement Specifications**
* Clarified and prioritized requirements by conducting brainstorming sessions with the stakeholders and SMEs
* Studied and analyzed requirements to be achieved and brainstormed to gather effective requirements for a quality product
* Prepare Project Requirements Document and Design Information Systems Business Solution
* Created business rules, business vision document, business glossary and implementation up to functional and technical specifications
* Extensive experience in managing project requirements, which includes requirement gathering, requirement rating/analysis and requirement priority assignment
* Participated in Design walk-through with end users to baseline the business architecture
* Created **High level document/Low level document**
* Generated process flows to understand the various steps in the Loan Lifecycle and desired functionality of the new system by interacting with users, management, SME, stakeholders, lenders and underwriters
* Used Tableau to give live demo of the projects and also to keep to track of various projects
* As a Business Analyst involved in business requirements, analysis, design, project planning & scheduling, creating **UAT Test Plans / Test Cases**
* Wrote **SQL Queries** and did the Documentation for the Databases
* Developed **Test Cases** from **Use Cases**, reviewed Test Plans to ensure Use Cases accurately
* Collaborated with the implementation team and provided guidance for the development/integration team
* Reviewed development plans, quality assurance **Test Plans**, and user documentation to ensure correct interpretation of original specifications
* Participated in defect review meetings with team members. Worked closely with product owner to record, track, prioritize and close bugs
* Produced and managed documentation on release activities to **support problem resolution**
* Reviewed and evaluated all the modules of the software before delivery to users to confirm meeting the standard criteria

**ENVIRONMENT:** Waterfall-Scrum, Tableau v 7, SharePoint (2010), Microsoft Office, HP ALM v11.5, HTML, MYSQL Workbench, Tableau, XML Spy

**HP, Chandler, AZ**

**Project: E-commerce Website**

**Role: Sr. Business Analyst Duration: Nov 2010- Feb 2012**

**Project Description:** The project was an enhancement to allow the existing website to be compatible with mobile devices and tablets and also available as an application on smart phones.

**RESPONSIBILITIES**:

* Involved in preparing the project **scope** and **objectives**
* Prepared business requirements documents by conducting client group interviews, **focused groups**, workshops and online surveys
* Assisted in developing the project deadlines/deliverables/strategies to effectively manage projects
* Prepared and maintained the **Requirement Traceability Matrix (RTM)** to record the **business and functional requirements.**
* **Expert** in creating user stories from requirement gatherings while following various elicitation techniques
* Prepared **business requirement document (BRD)** and **System Requirement Specification (SRS)** to provide details of each business and functional requirement, development and implementation plan of these requirements, timelines, owners, etc.
* Prepared **use case diagrams and description** documentation based on the analysis, and obtained approvals from the clients
* Prepared **activity diagrams** on **MS Visio** to better understand the flow of activities along with the timelines of each actor
* Performed UAT testing and Load Testing
* Coordinated with project stakeholders to track the progress of the project, update status and lead review meeting to ensure that schedules and deliverables are met
* Coordinated and controlled **change request** for the clients by conducting impact and cost analysis, prioritizing and mitigating changes
* Prepared **change request form** to provide details of the changes requests, and obtained approvals from the appropriate stakeholders
* Participated in various architectural development sessions to provide technical teams with a better understanding of the requirements
* Conducted workshops to understand requirements for **Data Warehouse design.** Conducted client side validation to study **ETL** (Extract Transform and Load) operations on database
* Assisted QA team by reviewing **test plan** and **test cases** and clarifying requirements to ensure complete coverage of requirements
* Provided training to the users, and involved in facilitating UAT sessions to gain user confidence and approval

**ENVIRONMENT:** Waterfall-RUP, SharePoint (2007), MS Visio, HP QC v8.0, MS Project, Cognos, MYSQL Workbench

**HSBC, Delhi, India**

**Project: Credit Card Application**

**Role: Business Analyst Duration: Jan 2010 – Oct 2010**

**Project description:** The project was an enhancement to existing **Online Banking Portal** that will help customers to apply for **credit card** account via Internet. System also allowed user to update profile online and to submit credit card payments online.

**RESPONSIBILITIES:**

* Gathered business requirements by driving **user-group meetings** and working with various global, cross-functional and virtual teams
* Prepared project deliverables: Business Workflow analysis, process analysis, user requirement documents (Use Cases & Use case diagrams) and managed the requirements using HP ALM
* Responsible for business system analysis of customizing the product with SDLC
* Documenting artifacts including, but not limited to, Functional Specifications, and the Use Case Specifications
* Responsible for handling **data manipulation**, **mapping**, and **basic databasetasks**
* Responsible for understanding current processes and tools and experience in reviewing and analyzing documentation
* Experienced in working with technical Writing teams and ensures the delivery of a **high quality software application**
* Identified all use case components including basic, alternate and exception flows
* Used Visio to model the process using UML to create **behavioral** and **structural diagrams**
* Prepared Business Process Models, which included modeling of all activities of the business from conceptual to procedural level
* Experience in **Facilitating** organizational change strategy development and objective setting with a cross-functional group of Business/State stakeholders
* Created examine matrix, used quality heart for test management, watch and report system defects and bugs fixes
* Designed and developed Use Cases, Use stories, Activity Diagrams, Sequence Diagrams, UML and Business Process Modeling.
* Conducted client side validation to study ETL operations on the involved databases and the **data warehouse**
* Perform data validation, data integration and Backend / DB testing using SQL queries manually
* Created test input requirements and prepare test data for data driven testing
* Used HP QC and Load Runner for test management, functional, GUI, performance, load testing
* Worked along with the development team to solve browser compatibility issues

**ENVIRONMENT**: Waterfall, SharePoint (2007),MS Visio, MS Office, MS Project, MS Access, SQL Server, HP QC, HP LoadRunner

**HDFC Bank, Noida, India**

**Project: Wealth management**

**Role: Business Analyst Duration: Nov 2008 – Dec 2009**

**Project Description:** The scope of the platform was enormous and includes client relationship management, investment management, portfolio accounting, transaction initiation, and order management.

**RESPONSIBILITIES**:

* Actively participated in Focused session to gather requirement and documented them modeling UI Diagrams
* Facilitated and coordinating meetings and workshops to establish relationships within the internal and external business community
* Worked with development project teams with regards to functional specifications, quality assurance scripting, and product rollout
* Proactively recommended innovations and modifications which were in compliance with industry requirements and consistent with corporate objectives and goals to improve operational processes, systems, policies and procedures
* Utilized business-process methodologies to facilitate the streamlining of design processes through business and technical resources within component-based architecture
* Interacted with prospects, clients and industry representatives in gathering business requirements and ensure that end deliverables meet original client needs
* Reviewing, analyzing, evaluating and recommending business systems, component applications and user needs
* Composed detailed descriptions of user needs, program functions, and steps required to develop or modify applications
* Documented and communicated key decisions, open issues, case studies, workflow and functional requirements
* **Defined and documented** business and system processes
* Supported project managers and senior-level analysts on various projects
* Created UML use case, activity diagrams for the interaction between the analyst reports and reporting systems
* Worked with software engineers and business units, **assisted in formulating** and defining system scope and objectives through research and fact-finding, combined with a basic understanding of business systems and industry requirements
* Assisted quality assurance with creation and execution of acceptance tests as needed

**ENVIRONMENT:**Waterfall, MS Visio, MS Office Suite, UML, Windows XP, Test Director, MS Project, MS Access.

**State Bank of India, Noida, India**

**Project: Trade surveillance system**

**Role: Business Analyst Duration: June 2005 - Oct 2008**

**Project Description:** The project was about creating a trade surveillance system which helps in detecting most of the fraudulent activities and fraudulent patterns that are happening on the website from both the seller and buyer end.

**RESPONSIBILITIES:**

* **Solicited requirements** from the client. Conducted brainstorming sessions with the client to understand the usability of the web site, identify number of users, understand usage rights of various users, and the key features of the web site
* Delivered the requirements document, after rigorous brainstorming sessions, to the web development team
* Developed a detailed design of the proposed web site via user-interface designs, mock-ups, and flowcharts
* Acted as a liaison between the client and the engineering team and simplified the web development process by developing the **Software Requirements Specification (SRS)** document detailing the key features of the required web site which included the programming language(s), and the DBMS tool to be used during the development phase
* Conducted detailed walkthrough of **Business requirement** and **functional requirement**
* Researched and established the points of improvement in the software and the possible implementation of security standards
* **Microsoft Visio** was used to create various documents such as **Use Cases** for User stories and **Activity Diagrams**
* Played the key role in planning, developing, implementing and User accepted testing and maintenance

**ENVIRONMENT:** Waterfall, Oracle, MS Word, MS PowerPoint, MS Access, MS Visio, MS. Management Studios, MS Project, XML files, UML.

**EDUCATION**

**BSCin Computer Science**

Maharishi Dayanand University

**CERTIFICATIONS**

Scrum Certified Master