**Zunair Yasin**

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**Summary**

* Around 7+ years of experience in Business Analysis in Banking and Financial domain.
* **Business** Process Modeling (BPM), Use Case modeling using UML, Data Modeling, Project Management, Change Management, Software Training, Software Development methodologies, QA testing and Systems Testing, troubleshooting of client server and web-based systems.
* Experience on both **Agile and Waterfall Software development methodology.**
* Full SDLC experience and experience with projects and Iterative Software Development Life Cycle Process as per Rational Unified Process (RUP) and Agile Methodology.
* Subject matter expertise in **Securities and Capital Markets**, **Risk Management (Market and Credit),Fixed Income and Derivatives**, **Credit Derivatives Market, Emerging Market, Equity Market, Fixed Income Market and Money Market**
* Experienced in **Dodd Frank** implementation
* Savvy in **Volcker Rule** impact in Capital Market and investment Banking Domain
* Strong understanding of **Equities, Derivatives, Commodities, Mutual Funds and ETFs**
* Worked efficiently on multiple projects spanning over different releases at the same time
* Experienced in performing Business Process Reengineering/Gap Analysis to check the compatibility of the existing system infrastructure with the new business requirements
* In-depth knowledge in the Investment Banking Industry, Project Finance, Credit Card Industry, Mortgage Loan Origination, Loan Servicing, Treasury Services, Brokerage Services, Commercial Banking, Retail Banking, Asset Wealth Management, Cash Management, Capital Market and Credit Risk Fundamentals.
* Worked on multiple **data analysis** task to analyze data, tables and other database contents.
* Proven track record in requirement gathering & analysis, data collection, analysis and evaluation in Information Systems issues, analytical problem solving and decision making, communication and inter-personal skills with ability to interact with individuals at all levels.
* Transformed **business** requirements into functional specifications, focusing on workflow analysis and design, **business** **process re-engineering, user interface - UI design, and process flow modeling.**
* Handled production support from **business** team for critical & high priority production tickets, which are not solved by customer helpline. Used HP Service Desk (HPSD) tool extensively.
* Extensive knowledge of Software Development Processes, Design Patterns, Structured and Object-Oriented Analysis and Design (OOAD), Rational Unified Process (RUP) and UML.
* Expert in MS Office Products such as Word, Excel, Project, Power Point, Access, Visio.
* Conducted various JAD sessions with **business** users and separately with development, QA teams.

**Technical Skills**

**Tools:** Microsoft Office Suite (Word, Excel, Power Point, Project, Access), Outlook, Microsoft SharePoint, MS Exchange, IBM Lotus Notes

**Analysis Tools, Techniques:** RUP, UML, Object Oriented Analysis, Rational Rose, Visio, Rational Requisite Pro, Data Analysis, Data Modeling, ETL Analysis, Dashboard Design, BRM

**Testing Tools:** Quality Center, UAT

**Reporting Tools:** Cognos, Crystal Reports, Business Objects,

**Database: SQL** Server, Oracle, MS-Access

**Data Access Technologies:** PL/**SQL**, Toad, MQ Series, Stored Procedures

**Operating Systems:** Windows, Advanced Server, UNIX

**Professional Experience**

**Raymond James Financial, St Petersburg, Florida                                Mar 15 - Present**

**Business Analyst**

Raymond James Financial is an American diversified holding company providing financial services to individuals, corporations and municipalities through its subsidiary companies that engage primarily in investment and financial planning in addition to investment banking and asset management,

Project CIRD consolidated Instrument reference data the key focus was bringing the data from all combined sources in to one main frame data base from where data is distributed among different department on nature of their needs. The system itself is very unique and long ongoing process on creation of Single Master Source for all instruments data among associates it eliminates the inconsistency among associate’s to go back and verify the data is correct and relevant for that particular instrument,  As a result improves the quality of RJF in Instruments reference data.

**Responsibilities:**

* Worked with clients to better understand their needs and present solutions using structured SDLC approach.
* Modeled AS IS and TO BE processes using MS Visio and followed scrum methodology using TFS.
* Document in **Team Foundation Server** with requests and monitor developer assignments to meet or exceed given deadlines and goals while managing user and business requirements.
* **Facilitated JAD sessions** and design meetings with the Stakeholders, SME’s and Leads of Interfaces and drove a group to consensus both in person and remotely.
* Prepared documents for business requirements document (BRD), systems requirements specification (SRS), high-level design documents (HLDD),
* SMD System mapping document and traceability mapping / matrix with the assistance from the business group, and the IT team members
* Prepared **UAT Test Scenario and Test Cases** as per the requirement specifications documents and functional specification documents
* Involved in **UAT testing** for migrating the data.
* Documenting SRD’S Service requirement documents for developers and SQM teams,
* Working on hand with business team in Business Case Modeling, Use Case Modeling using Rational Unified Process for preparing Functional Requirements documents
* Align documents with Domain Models to make it sure each class is lying under the require domain
* Work with Enterprise Instrument Application development and Asset classification management project. Grouping each sector with the relevant classes under each with the nature of instruments (Super Sector, Sector and Sub – Sector Context) X-ray and Strategy level techniques also involved in grouping data.
* Testing and checking the system discrepancies or changes are accordingly to the Requirement’s, Technical Requirements, supplemental Requirements, Test Plans and Test Cases.
* BDD type analysis Given, When and Then for SRD
* **SQL usage to extract data from data base**
* Wrote Queries from Data base to analyzing the DATA.
* Authored various **Use Cases and Activity diagrams, Sequence diagrams, business process flow diagrams, and define the Data Flow Diagrams (DFD).**
* Used Custom Reports, Built In reports and System Reports, Trend Reports function within TFS to track and report issue related activities.
* Ensured that assigned areas are fully represented on corporate strategic project by managing project teams for complex business area initiatives.
* Scheduled meetings with developers, System Analysts and testers for the project completion.

**Environment:** Windows, MS Office(MS Word, MS Excel, MS PowerPoint, MS Visio), Soap UI, Java, Jason, Lync, Share Point, TFS, SQL, HTTP, HTML, Java Script

**Merrill Lynch, Jersey City, NJ Apr 13 – Feb 15**

**Business Analyst**

Portfolio Management System

Portfolio Management System (PMS) was developed specifically to support Merrill Lynch's   
subsidiary to provide valuable advisory services to clients. The objective of the project was;   
creating a user friendly application for Financial Advisors that can manage client's wealth through setting goals, objectives, and risk tolerance. In addition, the integration of the systems through Service Oriented Architecture (SOA) with multiple financial systems such as applications used in core banking, stock exchanges and regulatory agencies, was a key task in the project.

**Responsibilities**

* Designed new process flows and documented the business process and various business   
  scenarios and activities of the business from the conceptual to procedural level and prepared Business Workflow models.
* Extensively worked with SME's in Fixed-Income Products, Prime brokerage, Capital or Commodities Markets to understand their needs.
* Worked on **Volcker project**. As part of Section 619 of the Dodd-Frank rule referred to as **Volcker Rule** mandates financial institutions to deliver a set of daily proprietary trading metrics to various regulators.
* Supported team in understanding regulatory requirements/program to fulfil the **Volcker rule**
* Wrote specification for upgrade /support for different groups covering asset classes (Interest Rate Derivatives/Swaps and Options)
* Gathered and analyzed and documented Business process flow, Information flow, Business and System requirements, and Budget estimates.
* Created and reviewed Business Requirement Document (BRD), System Requirement Documents (SRD) Risk Registers, and Test Cases.
* Used iRise for visualizing stakeholders needs, in the form of process workflows, wireframes and UI navigation.
* Enforced rules of Scrum during development phase, which involved facilitating meetings, updating Burn-down charts, backlog refinement and removing impediments affecting project goals.
* Worked with the System Architects to enhance the integration of the PMS system with other systems using Internal and External Web Services
* Participated in Data Modeling in collaboration with Tech Leads.
* Participated in Data Migration, mapping data and good understanding of the ETL process.
* Conducted Gap Analysis to derive requirements for existing systems enhancements.
* Created Workflows, and managed project documentation using SharePoint 2010
* Conducted User Acceptance Tests, developed and maintained quality procedures and ensured that appropriate documentation was in place.
* Carried out analysis to identify Acceptance Criteria associated with the system.
* Developed, tracked and managed projects and resources to successful completion using MS Project.
* Assisted in creating of User Manuals for business users and process improvement

Environment: MSOffice, MSVisio2013, iRise-EV, SOA, Web services, JAVA, Window XP, Oracle, Enterprise Architecture, HP ALM, MS SharePoint 2010, Visio Studio.

**PNC Bank, Pittsburg, PA Jan 12 – Mar 13**

**Business Systems Analyst**

Fostered long-term advisory relationship to high net worth clients by analyzing their financial portfolios and objectives through tailored estate planning, providing trust advisory services, recommending financial capital market investments and mortgage solutions.

**Responsibilities:**

* Gathered requirements and conducted interviews with business users and Project Manager to understand the needs of the application.
* Functioned as the primary liaison between the Business line, operations, and the technical areas throughout the Project Cycle.
* Worked on various applications and Conducted Gap Analysis between “As is” and “To be” process for the applications. Participated in the Logical and Physical Design sessions and developed Design Documents.
* Created role based matrix for these applications and worked with the developer to create applications supporting these roles.
* Conducted JAD Sessions, business requirement analysis, project estimations, implementation analysis, GUI design, technical and functional specifications, including **data mapping** for Insurance, Reinsurance, Fixed income Products (Annuities).
* Responsible for business process modelling, process mapping
* Created DCR (Document collection repository) diagrams in MS Visio to understand the inbound and outbound files, uploading of documents in the applications. Also created diagrams to depict the process flows and use case diagrams for applications related to each other.
* Created Process flow diagrams to depict the welcome email user receives, the pending documents trigger, follow up status and deny application status.
* Worked on multiple **data analysis** task to analyze data, tables and other database contents.
* Created Documentation - Analysis reporting, architectural presentations, infrastructure specifications, strategy planning, risk analysis, contingency plans for company executives.
* Proactively data mined newly captured data for the Business Solutions Support department and performed quantitative analysis utilizing Pivot Tables, Charts, and created a dashboard reporting matrix for Management
* Communicate with design; development and test team using MS exchange Messaging and Defect Tracking System.
* Identify and analyse business problems and defines the scope of activities required to address the issues, including requirement definition, process review, impact assessment and operational streamlining
* Documented and tracked all product defects with use of **SQL** (reporting).
* Writing Complex **SQL** queries and optimizing **SQL** Queries
* Conducted Joint Application Development (JAD) sessions with IT groups. Responsible for updating changes in functional specification documents and on-boarding document of each application.
* Assisted to develop the Test Plan, Test Cases and Test Scenarios to be used in testing based on Business Requirements, technical specifications and/or product knowledge. Tested various sprints using Agile methodology
* Created Impact traceability matrix to depict what has changed in the application and its impacts on various other related applications.
* Responsible for providing analytical support in the Design, Development and Implementation of Project.

**Environment: SDLC,** Microsoft SharePoint, .Net,  MS Visio, MS Office, MS Exchange, Microsoft Project, PL/**SQL**, UML and Data Stage, Oracle, DB2, Iterative Process Methodology.

**Compass Capital Management, MN Feb 09 – Dec 11**

**Business Analyst**

Compass **Capital Management** is an asset management firm with customized portfolio management expertise. Its broad range **of investment products** includes stocks, bonds, ETFs, mutual funds; and alternative investments for institutions and high net-worth investors. The 'Investment Performance Attribution System' project was developed specifically to support investment managers to provide most valuable advisory services to clients on desired asset allocation, attribution analysis, portfolio rebalancing, liquidity needs and future goals. The systems solutions advised the clients on portfolio management strategies, desired investment mix, stock selection and market timing. The system also helped the Financial Planners to identify the factors affecting portfolio risks and returns and provides investment strategy suggestions, investment sensitivity analysis.

**Responsibilities:**

* Documented As-Is processes, To-Be processes and identified gaps by conducting Gap Analysis, and documenting impacts to different groups and systems.
* Developed the Requirements Management Plan and gathered user and business requirements through open-ended discussions, prototyping and guidance of the compliance department and work environment.
* Conducted JAD Sessions with Infrastructure management team, SME, policy holders and stakeholders for issues which were open and pending.
* Worked on the **data mapping** project.
* Strong understanding of trading instruments including equity derivatives, interest rate derivatives FX, options, money market, fixed income, credit derivatives, and commodities trading products
* Documented and validated the business process flow of Online Securities **Trading System**
* Created State Transition Matrix to describe changes in various states of each phase.
* Created Data Dictionary Spread Sheet to define lists of fields and attributes to be used for new enhancement of the application.
* Interacted with SMEs in Fixed Income, Bonds and Bond Trading Cycle, Bond Pricing, and Asset Management
* Worked closely with both the teams of Developers and Production to make sure the proper understanding of requirements and changes.
* Created reports formats on Performance Metrics for each type of record in the SRMS schema.
* Used **SQL** Server to write queries, procedures to insert, update, select and delete data from database.
* Received Test Scripts and Test cases created by QA team to make sure all requirements are covered and Conducted User Acceptance Testing (UAT) on the application.
* Executed manual scripts during regression testing phases.
* Performed manual front-end testing to ensure that all functionalities of enhanced application behaved as per the business process.
* Participated in bug review meeting with developers and QA team members and updated requirements documents based on feedback from QA team members and developers.

**Environment:** Rational Clear Quest, Rational Unified Process (RUP), Agile, **SQL**, Oracle, MS Exchange, UML, MS-Word, Access, RequisitePro, VB.Net

**The Vanguard Group, Wayne, PA May 08 – Jan 09**

**Business Analyst**

The Vanguard Group is a professional and secure **financial institution** providing high quality customer service, absolute privacy security and Loans, bonds professional financial support. In this project, it involved to improve fixed income database monitoring, which includes the all details about loan, bond and mortgage, dealt with small **capital market** business with customers. Improve the system and fix problems for fixed income monitoring and analyzing.

**Responsibilities:**

* Performed Gap Analysis for compatibility of new business requirements with the existing system infrastructure.
* Gathered requirements and conducted interviews with business users and Project Manager to understand the needs of the application.
* Functioned as the primary liaison between the Business line, operations, and the technical areas throughout the Project Cycle.
* Prepared & presented financial analysis, risk and return assessments and provided viability recommendations based on investigative due diligence to senior management
* Created role based matrix for these applications and worked with the developer to create applications supporting these roles.
* Responsible for business process modelling, process mapping
* Conducted meetings to discuss business forecasts, budgets, earnings projections, financial stability and banking relationships with internal & external senior management
* Create functional design documentation using SDLC methodologies.
* Identify and analyse business problems and defines the scope of activities required to address the issues, including requirement definition, process review, impact assessment and operational streamlining
* Documented how to add/delete/modify existing users in an application and how to create access request through an internal approval based system & created BRD’s.
* Conducted Joint Application Development (JAD) sessions with IT groups. Responsible for updating changes in functional specification documents and on-boarding document of each application.
* Assisted to develop the Test Plan, Test Cases and Test Scenarios to be used in testing based on Business Requirements, technical specifications and/or product knowledge. Tested various sprints using Agile methodology
* Assigned tokens to internal users of applications depending on their roles.
* Created Impact traceability matrix to depict what has changed in the application and its impacts on various other related applications.
* Responsible for providing analytical support in the Design, Development and Implementation of Project.

**Environment: Windows, SQL,** UAT, MS Visio, MS Office, Microsoft Project, UML and Data Stage, MS Office.

**Education: Master in Information System**