**ANSHUL SINGH**

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**SUMMARY**

* Client focused professional with 10 years of working experience as a Business System Analyst.
* Business Process Analyst and UAT Coordinator/Lead, QA test lead for various projects from conceptualization to implementation.
* Experience in requirement gathering, testing, reporting, and documentation focused on domains such as Banking, Insurance and Finance/Investments.
* Experience in Business Process Re-engineering (BPR) -Business Requirements Documents (BRD), Use Case Specifications and Functional Requirement Documents (FRD), System Requirement Specification (SRS) and Gap Analysis (AS-IS and TO-BE).
* Use case Modeling and Analysis- UML diagrams and OOM (Object Oriented Modeling) using VISIO and MS Office
* Data modeling and warehousing- executing queries, retrieving and updating data in a database using SQL.
* Understanding and experience with CADIS (Markit) master data management system
* Understanding of Eagle modules-Security Reference Manager (SRM), PACE and Account Reference Manager (ARM) for business functions such as Trading, Middle Office (Portfolio Management) and Back Office.
* Understanding of various asset classes such as: Equity, Fixed Income, Derivatives, FX and ETFs.
* Understanding of the institutional trade life cycle for various securities, Middle office trade processing functionality OMGEO-OASYS Trade Match service and central trade manager (CTM)
* Well versed with Middle Office, SWIFT, Trade confirmation and Settlement and Straight Through Processing (STP).
* Experience in creating test strategies, test plans and test scenarios for Unit/System/ End-to-End / User Acceptance Testing (UAT).
* Excellent knowledge and implementing skills in completing Software Development Life Cycle (SDLC) principles using methodologies such as Waterfall, Agile-SCRUM, Rational Unified Process (RUP).

**EDUCATION**

* BS in Mechanical Engineering, Rajiv Gandhi Technical University, India

**SKILLS**

Portfolio Management CADIS/Markit, Eagle-PACE/SRM/ARM

Microsoft Office Word, Excel, Visio and PowerPoint

Data Bases SQL server, MS Access, Oracle

Programming Languages C/C++

Web Technology Html, XML, Dreamweaver

Defect Tracking Jira, Team Track

Business Modeling Rational Rose, Rational Enterprise Suite, MS Visio

Requirements Management SharePoint

Analysis/Modeling UML, JAD/JAR, GAP Analysis, Business Process Mapping, Analysis, Research, Requirement Gathering, Requirement Documentation, Use Case Modeling, Waterfall /Iterative, RUP, Total Quality Management, Six Sigma

**EXPERIENCE**

**Sep’12- Present Business Analyst, Russell Investments, Seattle, WA**

**Project: Master Data Management Enterprise Solution- CADIS System**

The project involved gathering requirements and proposing solutions for replacing a legacy system with a new enterprise data management system. Cadis/Markit system was employed to replace Eagle Pace for various business data sets including: Security, Pricing, FX Rates, Position, and Accounting data set: Trade, General Balance, Open Trades etc. The project included following activities:

* Prepare business requirement document and define business logic for the new system to consume data from the already established data sources.
* Create User interface solutions and workflows using CADIS UI components.
* Establish best practices and standards to be followed during the build of new system
* Establish Tier 1 and Tier 2 data validation checks and rules
* Establish exception specification document and define the error codes to be thrown out in case an exception arises.
* Prepare data mapping specification and functional specification to load data from existing sources into the new system.
* Prepare high level design document (HLD) and process flow diagrams (PFD) to load, process and distribute data sets from sources such as: Bloomberg, BBH, SSC etc.
* Prepare data distribution strategy documents to deliver data from new source and replace the legacy system, within the established SLAs between the program and various stakeholders.
* Prepare data distribution mapping document to replace existing flat files and solution to deliver data to different stakeholders with the new solutions.
* Analyze existing data models and prepare gap analysis reports with respect to new system
* Perform QA activity to test the flat files generated from the new system
* Perform data analysis using SQL 2012 and test the solutions built in CADIS system with respect to specifications
* Take part in daily Scrum meetings and prepare the agenda for each meeting
* Assist Project Manager with sprint planning and story maintenance using Agile JIRA board.
* Prepare housekeeping document/Run Book to maintain each new solution built in the new system-CADIS
* Establish User Interface requirement document using UML diagrams and workflows to gather requirement to build specific screens

**Environment:** CADIS/Markit, SQL2010, SharePoint /Project /Excel /Visio/Agile, Jira

**May’12-Sep’12 Sr. Business Analyst, IFC (World Bank), Washington, DC**

**Project: Enterprise Portfolio Valuation System**

An in house system needed enhancements in several versions to be able to accommodate valuation of IFC portfolios including equity, options and loans. The project involved developing integration plan after assessment for the system to value portfolio of IFC subsidiaries***.***

* Determined requirements for implementation of a portfolio valuation system within the business unit by understanding the existing business processes and policies
* Performed Gap Analysis to determine the To-Be process
* Worked closely with PMO, Business leads, Developers and Quality Assurance teams to implement the SDLC process
* Analyzed various interfaces , elicited and documented the interface requirements
* Coordinated with Business Intelligence team to prepare estimate for the reporting requirements
* Analyzed the data from data warehouse and determined the integration approach between various interfaces
* Developed Business Requirement Document (BRD) and Functional Specification Document
* Prepared UAT test scenarios based on use-cases and low and high level design document
* Prepared project plan and held weekly status meeting with project team to keep track of the project
* Executed test cases using SQL server 2008 and used JIRA for defect tracking and error logs
* Prepared Assessment Summary Report to estimate budget for implementation

**Environment:** Informatica/ETL, Oracle, SharePoint, MS Access /Project /Excel /Visio, Waterfall

**Oct ’11-May’12 Business Process Analyst, Russell Investments, Seattle, WA**

**Project: Exchange Rate Remediation- FX Rates**

The Project involved developing a centralized exchange rates (FX) data repository/data warehouse and an improved, streamlined process of acquiring and archiving the exchange rates for global billing, rebate, accrual and revenue capture processes within Global Finance.

* Analyzed and defined the scope of the project and worked with internal, external clients, SMEs to define business needs
* Analysis of different Exchange Rates provided from several vendors such as WM/Reuters, Bloomberg etc
* Analyzed data points related to cross rates, spot rates and forward rates
* Analyzed Global Finance Exchange Rate process and assessed improvement areas
* Defined the scope of remediation forexchange rate data consumers
* Defined and created data quality parameters, business rules for data validation, and regulatory requirements
* Created Business Process Remediation plan and document to improve and streamline the process.
* Prepared Business Requirement Document (BRD), Project Charter and System Requirement Specification (SRS) Document
* Performed data validation and data mapping using SQL Server Management Studio
* Analyzed and defined the workflows, logics and validations in Informatica ETL
* Designed and created SharePoint site to manage documentation and test bug results
* Provided training related to newly developed system and UI to business owners by acting as subject matter expert (SME)

**Environment:** Informatica/ETL, SQL 2005/SQL 2008 R2, UML, MS Access /Project /Excel /Visio

**Apr ’11 – Oct ’11 Business Process Analyst, Russell Investments, Seattle, WA**

**Project: Fund Reference System**

The Project included building a single, authoritative Global Fund Reference System for all the static information of complete universe of funds and fund like products. Also, perform Business Process Re-Engineering (BPR)

* Understand Fund Life Cycle and gather requirements for “Global Fund Reference System” through JAR/JAD
* Identify data delivery mechanism and define business rules to transfer data across the enterprise.
* Developed project document: project charter, project scope, timelines and milestones based on SDLC methodology
* Developed the Business Process Models (BPM) using Visio and UML diagrams
* Gathered data related to a Fund for various asset classes
* Defined business process related to Fund Reference governance activities
* Interacted with business product groups, fund admin groups and investment division across the globe to document the existing process
* Analyzed XML files created through web services for Fund information
* Performed data mapping and gap analysis between multiple data sources and identified new data element required for authoritative source
* Created User Interface using SharePoint and developed/designed SharePoint site
* Extensively used SQL queries to perform the System Integration testing (SIT) and prepared UAT test cases
* Created mock-up reports and gathered ad-hoc reporting requirements to be used for client and performance reporting
* Prepared user guide and training manuals for downstream consumers

**Environment:** Informatica/ETL, SQL 2005/SQL 2008 R2, UML, MS Access / Project / Excel / Visio

**Dec ’10 – Apr ’11 Business Analyst, Russell Investments, Seattle, WA**

**Project: Enterprise Data Management-Eagle Pace**

The Project included gathering business requirements for developing a single, authoritative solution for reference data such as: security, ratings, fund accounting, pricing, exchange rates etc. Eagle-Security Reference Manager (SRM) is a tool which allows storing of security data received from various data providers and creates a single composite record by applying source hierarchy rule. The composite security record is then validated against the set of business rules by the SRM validation engine which is then made available to downstream systems.

* Understanding of Eagle Pace data model for various databases including: Security, holding, trades, cash etc for Portfolio Management and Asset Management
* Gathered and documented business requirements through interview sessions with stakeholders
* Developed use cases and business requirement document and defined business rules
* Developed UAT test plan along with Project plan and milestones for testing of Eagle (SRM) tool for the areas of Fixed Income instruments, Exchange Rates, Bloomberg Pricing etc.
* Coordinated with offshore test team and onsite client for status reviews, project timelines and milestones
* Understanding of Enterprise Data Warehouse and Data modeling concepts
* Prepared UAT test scenarios based on use-cases and low level and high level design
* Prepared daily score cards and task list to support Project Management Office (PMO)
* Executed test cases using SQL server 2008 and used JIRA for defect tracking and error logs
* Coordinated and tracked defect logs followed by triage and code drops using JIRA

**Environment:**  Informatica/ETL, SQL 2005/SQL 2008 R2, UML, MS Access / Project / Excel / Visio, JIRA defect tracking

**Jan ’10 – Nov ’10 Sr. Business Analyst, AMG National Trust Bank, Chicago, IL**

To complement the existing middle office trade processing services offered to the Investment Managers, enhancements were needed to be made to existing Reference Database System. The project objective was to create new UIs to support main application for Equity trades and achieve Straight Through Process (STP)

* Analyzed the scope of the project and worked with business end-users to define business needs.
* Performed GAP analysis between the legacy system workflows and the new system to identify the functional changes required to the new system.
* Studied the legacy application to derive functionalities through functional decomposition

And ensured the proposed system meets the requirements.

* Identified data elements required to process Equities, Bonds, ETFs, FX for new clients.
* Identified and added new data element required for each financial Investment Type.
* Carried out data mapping of inbound and outbound messages through the Global Transaction Software (GTS).
* Ensured that the system is able to provide reference data required to support the trade (block or allocation) requirements.
* Ensured that the system is able to provide the static data required to support the trade transaction processing and achieve Straight Through Process (STP).
* Employed Agile Methodology to conduct the system development.
* Delivered the comprehensive Business Requirements Document (BRD) and Functional Requirement Specifications (FRS) document.
* Documented Use Case Narratives and used MS Visio to model UML Diagrams like Use Case Diagrams, Activity Diagrams, Sequence Diagrams, Class diagrams and Business Process Diagrams for the application's design.
* Coordinated sessions with System Analyst, Application Architect, Development Team and Project Manager to setup the time frame for project milestones, artifacts walkthroughs and reviews.
* Interacted with end user in understanding operational process and created training manuals and user guide.

**Environment:** RUP, Rational RequisitePro, UML, MS Access /Project /Excel /Visio

**Nov ’08 - Dec ’09 Sr. Business Analyst, Digital Federal Credit Union (DCU), Marlborough, MA**

The Project involved development and enhancement of the Loan, Mortgage and ATM (Debit, Credit card) applications module of the banking group. The module was used by banking customers to apply for loans and mortgages. The application collected customer’s personal and contact information, employment and salary details etc., and transmitted information to the bank and then communicated approval/rejection back to the customers through email and updated the status online.

* Extensive involvement in preparing and reviewing documentation including business and user requirements, functional requirements, use cases, test plans, test cases, project and status reports.
* Assisted in software testing and used the guidelines, templates and Rational tools in all the phases.
* Conducted meetings/interviews and JAD sessions with stakeholders to collect business requirements
* Created and maintained the Requirement Traceability Matrix (RTM) between the requirements and other products such as design documents and test plans.
* Used Adobe Photoshop, HTML and Dreamweaver to design mockup screens for customer’s review.
* Tested Reports functionality and result applying Business rules with estimated Results, which are developed on the GUI.
* Performed data validation with extensive use of SQL queries.

**Environment:** MS Visio, RUP, Rational Rose, UML 2.0, MS Word, SQL2005, Windows 2000, Photoshop, Ms Visio, Adobe Illustrator, HTML, XML

**Sept ’07 - Oct ’08 Business Analyst, AMG National Trust Bank, Chicago, IL**

The Project required managing the software for handling the equity trades within the trading cycle. The software was designed to handle all the trade exceptions at various levels. The system handles various kinds of issues within trade cycle. The Global transaction Software effectively manages financial equity trades and the exceptions happening due to various data mismatch, manual error or incompatible file transfer. It provides complete details of the exception and also allowed proper routing to appropriate teams based on exception type and provided approval workflow.

* Worked with Business Sponsors, Business Users, and Project Managers to understand the different transactions.
* Supported the team to manage the exceptions and figuring out various root cause of the issue.
* Worked extensively on Global transactions manager software management for trade analysis.
* Configured the transactions classifications with the exception handling software.
* Analyzed the trade templates in various formats including XML.
* Assisted the development team in interface development and performing unit testing.
* Wrote Use cases specifications for the various exceptions handling module.
* Effectively worked with QA teams to review test requirements and documentation.
* Assisted Business Users with UAT planning and execution for new products and functionality.
* Played support role in implementation of the software and also handling the different exceptions.
* Acted as a liaison between users, developers, testers, and implementation specialists.

**Environment:** MS Visio, MS Project, MS Access, MS Excel, Oracle, SQL, Waterfall

**Sept ’06 – Aug ’07 Business, System Analyst, MetLife Insurance, NY**

MetLife’s new Life Insurance Product Selector is a new web based project to select the Life Insurance which seems the most appropriate for him. The application generates comparative quote statements. This quote which is selected by the user is sent to a randomly picked customer care representative to finalize the insurance, depending on the pricing policy and cost effectiveness in that region.

* Worked with Requirement Gathering Team and produced Initial Requirement Data to produce User Interface and Business Process Requirements.
* Designed the business requirement collection approach based on the project scope and System Lifecycle (SDLC) Methodology, documented the same in Business Requirement Document
* Designed and developed Use Cases, Activity Diagrams, Sequence Diagrams
* Planned and defined the system requirements to Narrative Use Cases and Use Case Scenarios using the UML methodologies. Created Use Case Diagrams Activity Diagrams, Flow Diagrams
* Assisted Quality Assurance Team in documenting and analyzing their current process and then make recommendations for improvements in their functional areas.
* Extensively used SQL commands for data files to run the application on multiple sets of test data.
* Carried out UAT by developing test plans, test scenarios, test cases, test data to be used in testing

**Environment:** Visio/Word/Excel, Waterfall, SQL, Windows 2000, Load Runner, QTP,

**July ’05-Aug’06 Business Systems Analyst, HSBC Bank, India**

The scope of the project was to develop a system that could maintain and enhance the clients Home Loan leads while keeping a track of the performance of sales associates.

* Served as a liaison between business team (users) and the project team by assisting the business in identifying, understanding and documenting the business requirements.
* Documented existing business processes and workflows as well as business rules.
* Assisted the PM in setting realistic project expectations and in evaluating the impact of changes
* Designed and developed Use Cases, and used UML modeling techniques to prepare Use Case Diagrams, Activity Diagrams and Sequence Diagrams.
* Applied SQL queries to test the areas defined in each requirement.

**Environment:** RUP, Rational Requisite Pro UML

**Jan ’04 – Jun’ 05 Jr. Business Analyst, ICICI Lombard, India**

Worked on screen enhancements of Existing claim processing system of Auto, home, Motorcycles, Business (Property, Liability, Business Vehicle, Work Comp, Equipment Breakdown) processing.

* Conducted interviews with business users to collect requirements
* Created Data Flow Diagrams, Activity diagrams and Use cases for the audit planning process.
* Coordinated in developing test scenarios, test cases and implemented test plan with QA team.
* Developed PowerPoint presentations for monthly meetings with upper management.
* Assisted in development of training materials for new technology and process improvement.

**Environment:** UML, RUP, SDLC, Rational Requisite Pro, Windows 2000