**Dipak Chaulagain**

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**SUMMARY**

* Over 8+ years of experience in Business Analysis in Banking, Financial domain.
* Experience on full SDLC and some of its methodologies like: Agile/ Scrum, Waterfall, RUP etc.
* Subject matter expertise in Securities and **Capital Markets, Risk Management (Market and Credit), Fixed income and Derivatives, Credit Derivatives Market, Currency, Emerging Market, Equity Market, Fixed income Market and Money Market**
* Strong understanding of **Currency**, Equities, Derivatives, Commodities, Mutual Funds and ETFs
* Excellent written and verbal skills with optimum use of documentation to avoid any form of miscommunication or misinterpretation during the entire software development process.
* Worked on multiple data analysis task to analyze data, tables and other database contents.
* Experience in creating **SQL Queries**, Stored Procedures, Triggers, Views, Indexes in SQL Server with a strong understanding of data & analytics.
* Experience in Project & Portfolio management with competencies projects’ planning, execution, monitoring, coordination and l reporting
* Experience in developing the Test Plan, Test Cases and Test Scenarios to be used in testing based on Business Requirements, technical specifications and/or product knowledge.
* Worked efficiently on multiple projects spanning over different releases at the same time
* Strong understanding of the trading lifecycle of financial products from initiation to clearing and settlement
* Transformed business requirements into functional specifications, focusing on workflow analysis and design, business process re-engineering, user interface - UI design, and process flow modeling.
* 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.
* 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.

## Skillset:

RUP, UML, Rational Rose, Rational Clear Case, ERwin, Rational Requisite Pro, Rational Clear Quest, MS Visio, Rational Team Test, JIRA, Web 1.0, Web 2.0, MS Office, MS Excel, SharePoint, Project 2002, C, C++, Java, HTML, J2EE, Visual Basic, SQL, Windows, Unix, Linux, Oracle, SQL Server and MS Access

**PROFESSIONAL EXPERIENCE**

**Broadridge Financials, Jersey City, NJ**

**Mar 13 – Present**

**Sr. Business Analyst**

Broadridge Financials is a leading investment management Co. The goal of the project was to implement a Trade Surveillance and reporting system for compliance technology, client on-boarding and post trade processing for fixed income, Currency management, and Equities.

Responsibilities:

* Responsible for Gathering Requirements from the Quantitative Analysts, Portfolio Managers and Technical Team to produce Business and Functional Requirements for a Risk Management Application from Data Warehouse.
* Analyze system documentation and system artifacts to develop an understanding of the associated business process
* Prepared (BRDs) to document all existing Files and Data elements to be converted from source system to Target Pre-staging.
* Responsible for multi-organizational setup business requirements, legal entities, **multi-currency** functional documentation for order management implementation
* Application support and development for the MCH (Multi **Currency** Horizon) System which accessed Portfolio Accounting, Mutual Fund Transactions, Foreign Securities, Foreign Exchange, General Ledger, Booking and Transferring trades, Record Keeping, Settlement and Global Custody among other areas.
* Developed the project vision, scope and objectives after business problem analysis and problem definition
* Interacted with software developers to understand application functionality and participate in the product design process including functional specifications and other document reviews.
* Worked for ensuring that the final data warehouse implementation will meet the user expectations
* Involved in data management for Credit Risk, Liquidity risk and Market Risk data warehouse and create business rules for risk management systems
* Prepared ‘Statement of Work’ documents based on defects or change request documents submitted by the production support/QA team during UAT testing.
* Developed UAT test cases associated with the functional requirements.
* Prepared Business Requirement Design Specification and determined in scope and out of scope aspects of the process.
* Lead 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).
* Performed GAP Analysis, conducted walkthroughs and acted as a liaison between the business users, stakeholders and the team to perform the requirements, quality and risk analysis
* Conducted JAD sessions, analyzed and documented the business requirements from various teams and stakeholders.
* Maintained the master schedule for projects and coordinated with executive leadership to manage the priority, timing, and status of IT projects across the organization.
* Measured project and program performances by developing and implementing scorecards, metrics/KPIs and dashboards.
* Defined and created a wide range of documentation: business requirements, system requirements, UML use cases, test cases, wire frames, GUI and portal design, Visio flows, training manuals, and user guides
* Identified the limitations users currently experience in the operational reports obtained from current systems and recommended solutions to overcome these limitations.
* Wrote SQL queries to retrieve data from databases after data migration.
* Suggested measures and fine-tune queries to improve the performance of each Interface and the quality of the output files.
* Coordinated the activities of subordinates in the Interface Team and organize weekly status Meetings.
* Performed financial research and analysis as necessary and respond to data requests and additional projects and responsibilities as assigned.
* Communicate and analyze business needs and create business and technical documentation
* Crystal Reports was used to generate reports from different databases of different asset classes like equities, bonds, derivatives, and commodities, for all business needs.

**PNC Financials, Pittsburgh, PA**

**Dec 11 – Feb 13**

**Business Analyst**

PNC Financials is a diversified financial services company providing banking, insurance, investments, mortgage and consumer finance. It is one of the leading wealth management, retail brokerage and retirements providers in

the U.S. The project was to create an electronic trading system to create and deploy robust FI(Fixed income Securities) trading including simple bonds to more complex structured fixed income instruments like MBS, Money Market instruments, derivatives (options, futures, swaps, forwards, credit risk, operational risk) , ForEx (Foreign Exchange), equity.

Responsibilities:

* Communicated with Line of Business and created Business Requirements Document (BRD), High Level Diagram (HLD), and part of Low level Diagram (LLD).
* Analyze current processes, interview users, conduct JAD sessions or group meetings, review/analyze existing documentation
* Act as primary communication channel between business areas and Data Warehouse group.
* Provide support to Data Warehouse users to ensure that their needs/business requirements are being met
* Detailed analysis of the existing systems and developed a model to develop a common fixed incometrading platform with expertise in fixed income securities.
* Assist 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.
* Involved in business process and application improvement recommending enhancements from conceptualization through implementation, including problem definition, process mapping recommendations.
* Conducted walkthrough for Line of Business, Development team, and Quality Assurance team.
* Facilitated system maintenance and enhancement through design documents, process flow diagrams, use case diagrams etc.
* Used UML to create state chart, sequence diagrams, activity diagram, and OOAD
* Studied simple fixed income securities to more complex structured products
* Analyzed system impacts as a result of proposed changes. It entailed interaction with other systems users and Subject Matter Experts (SME) s.
* End to End testing of trade flow in the application from the format of trading data to the outbound messages to stake holders is the system under test.
* Performed Data Gap Analysis in current data warehouse with respect to the product level data
* Designed screen layouts for proposed solutions, user interactions.
* Supported managers in creating project plans that include Scope, Integration, Time, Cost, Quality, Communication, Risk and Procurement/Vendor management.
* Tracked the project flow and acquired sign-offs from Business, System Development and Quality Analysis team.
* Manages project documentation (implementation plan, issues log, process maps, etc.) and documents process flows and gaps
* Implemented new policy changes, legal requirements by creating the Business Requirement, Detailed Technical Requirement, User Requirement documents etc.
* Provided solution for database requirements by designing controls, data fields and data formats. Worked in legacy system migration from Lotus Notes to Oracle.
* Assisted developers in the GUI Design and its functionalities, documentation, layout, and application testing. Identified requirements and for business needs, communicated gaps and issues to management.
* Used different in house software to track data flow, system interactions, system defects, service requests and responses.

**Provident Financials, Jersey City, NJ**

**Jan 10 – Nov 11**

**Business Analyst**

The project involved enhancement of the web based application that provided services for Securities, mutual funds, options, futures, securities lending, and stock clearing and transfer services. The application contained detailed functional design for the quotes and research tab developed in the framework of the Real Time Research. The application could enable potential customers to perform searches for the Stocks, Rates, Bond and how the market is doing currently. Giving complete news and stories about the recent events related to Investment (such as Stock, rates and Bond).

Responsibilities:

* Interviewed business 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.
* Conducted one to one interviews with Portfolio Manager to gather Business Requirements and was involved in the documentation of Business Requirement Documents (BRD).
* Wrote business requirements, SRS and interviewed portfolio managers and traders to implement a new International Small Cap Long/Short Hedge Fund. The hedge fund seeks to take long positions in undervalued and under-followed international equities. Mapped and test data requirements for futures, options and other derivative instruments into existing trade order management system and back-office accounting.
* Analyzed and reviewed cash flow models for Credit Default Swaps, Interest Rate Swaps, Total Return Swaps, Currency Forwards, Cross-Currency Interest Rate Swaps, Equity options, Structured products, Currency Futures, Options, Exchange Traded Funds (ETFs), and indexes on commodity futures
* Effectively guide teams through project structuring, problem definition, issue identification and resolution development using problem solving principles and past experience.
* Interacted with the SMEs and stakeholders to get a better understanding of client's business processes.
* Identified Use Cases from the requirements and wrote Use Case Specifications document.
* Created Use-Cases and Business Use-Case Model after accessing the status and scope of the project and thoroughly understanding the business processes.
* Involved in designing of the system with the system architecture and the development team by translating the business requirements into a functional specification document.
* Carried out queries from customer data base using SQL
* Gathered requirements for the listed options risk management system, specifically for index options risk management spreadsheet. Defined requirements for product control and risk management end of day feeds.
* Actively involved in conducting reviews, walkthroughs and facilitating in requirement definition workshops (JAD) to confirm and playback business requirements for the project.
* Reported status to project management and project owners on a weekly basis.
* Worked on the data mapping project.
* Monitored client expectations through client involvement and communication throughout the lifecycle of the project.
* Educated clients team and stakeholders on the benefits and risks associated with the project.
* Collaborated with the Development and Testing Teams throughout the SDLC.

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**MasterCard, St. Louis, MO**

**May 07 – Dec 09**

**Business Analyst**

Master card is the leading global credit card/ financial Co. The project involved Integrated Processing Solutions wherein MasterCard Worldwide has launched MasterCard Integrated Processing Solutions (IPS), a powerful MasterCard-engineered Debit processing platform offering Financial Institutions a complete processing solution to help create differentiated products and services.

**Responsibilities:**

* Worked extensively with the users and with different levels of management to identify requirements, use cases and to develop functional specifications
* Interface with the LOB customers, vendors, and off-shore and on-shore application teams
* Modeled the risks in Excel Spreadsheet and performed sensitivity analysis and shared this document with the Traders and the technical team to facilitate more efficient communication
* Created Use-Cases after accessing scope of the project and understanding the business processes
* Deliver requirements under the Agile SCRUM SDLC methodology to meet a very fast release schedule.
* Managed all the requirements in RequisitePro, making requirements available to all team members
* Prepared use case documents and utilized MS Visio to create UML diagrams including use case, activity and class diagrams to extract business process flows and workflows, thereby assisting development and quality assurance teams in understanding the requirements
* Performed UAT Testing against User Requirements.
* Developed data flow diagrams, illustrating the flow of data from the Legacy systems into the Application database Tables, along with checkpoints for testing / verification
* Implemented data base transactions using spring transaction management
* Used the Agile methodology to build the different phases of **Software development life cycle.(SDLC)**
* Designed Use Cases using UML and managed the entire functional requirements life cycle using RUP.
* Wrote **SQL** queries to retrieve data from databases after data migration.
* Created Use cases, Activity, Sequence and Collaboration diagrams
* Crystal Reports was used to generate reports from different databases of different asset classes like equities, bonds, derivatives, and commodities, for all business needs.
* Identified, analyzed, and documented defects, errors, and inconsistencies in the application using JIRA.
* Interacting with various cross-functional teams for building business use cases
* Interacting with the developers to report and correct bugs
* Prepared detailed reports of the Bugs, Pass-Fail report, and Comparison Chart Release Management documentation

**EDUCATION:**

Bachelors in Social Science

Associate in Information Technology