**Gokhan Colak**

**(Sr. Business Analyst)**

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**PROFESSIONAL SUMMARY:**

**General**

* 7 years of experience as **Business Systems Analyst/Data Analyst** and worked extensively on Banking, Finance, Insurance and Mortgage domains.
* Experience in Requirement Gathering, Requirements Documentation, Testing and Data Analysis/Mapping/Modeling.
* Extensively used SDLC methodologies that include Waterfall, Agile Scrum technique and Rational Unified Process (RUP) for managing iterative style of software development.
* Proficient in creating and transforming business requirements into software requirement specifications (SRS) using MS Word.
* Extensive experiences in Investment Banking projects specialized in Securities Trading (stock trading, fixed income trading, and derivatives trading), wealth management and risk management.
* Created user requirement specification (URS), functional requirement specification (FRS) and business process flow systems.
* Exceptional ability to research, analyze and translate technical information to end-users at all levels.
* Hands full of experience in MS Office Suite, MS Project, MS Visio, Rational Requisite Pro, Rational Clear Case and Rational Clear Quest.
* Good understanding of Fixed Income, Stocks, Bonds, MTS, Remote Processing Interface, Equities, Trade Cycle, Derivatives (Options and Futures), Mortgage servicing, Market Backup Security, Rally and FIX Protocols
* Able to map current practices with best practices in similar fields and model the gaps via Gap analysis and Risk analysis.
* Extensive experience and understanding of Web Technology, Finance, Investment, Mortgage, Process Mapping, Content Management, Document Management, Record Management and Business Process Modeling.
* Proficient in analyzing Data Quality Issues- Data Redundancy, Data Consistency and Master Data Management.
* Prepared Data Mapping Document comprising of Source Input Definition, Target/Output Details, Business Transformation Rules and Data Quality Requirements.
* Organized many Joint Application Developments (JAD) and Joint Requirement Planning sessions (JRP), interviews, workshops and requirement elicitation sessions, sessions with end-user/clients/stake holders and the development group.
* Strong work ethics taking ownership of all duties and responsibilities and efficient time management skills.

**Testing**

* Extensively interacted with the QA Team in executing the test plans, providing test data, creating test cases, issuing defects upon detection of bugs and collecting the test metrics.
* Thorough knowledge in Requirement Analysis, Planning, Scheduling & Tracking projects.
* Strong strategic thinking, communication, interpersonal and presentation skills, adept at creating, editing and coordinating extensive communication networks.
* Broad Knowledge in reviewing Test procedures, creating Test plans, Test scenarios and defining Test cases for both System and Integration.
* Expert facilitating User Acceptance Testing (UAT) with Test plans, Assigning Team, Documentation and Defect Report.
* Worked closely with QA team in planning Unit Testing, System Integration and Performance Testing.
* Extensive experience using Load Runner for Load Testing and used Test Director for test management.

**Requirements Documentation**

* Business Requirements Document (BRD)
* Functional Requirements Document (FRD/FSD)
* Test Plan Document (TPD)
* Gap Analysis Document (GAD)
* Data Mapping Document (DMD)
* Data Profile report (DPR)

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| **EDUCATION:** |

* Bachelors in Engineering, University of Mumbai, India
* Masters in Corporate Communication, New York University, USA

**TECHNICAL SKILLS:**

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| Methodologies | RUP, UML, Waterfall, OOAD, Agile (Scrum, Xp), Six Sigma |
| Testing Tools | Win Runner, Load Runner, Rational Enterprise Suite, Test Director |
| Business Modeling Tools | MS Visio, Rational Suite( Requisite Pro, Rational Rose, Clear Case, Clear Quest) , Erwin |
| MS Office Suite/Project Management | MS Word, MS Excel, MS Powerpoint, MS SharePoint |
| Defect Management Tools | Rational Clear Quest, Mercury Test Director, QTP |
| Databases | MS SQL Server,DB2,MS Access |
| Risk Management Tools | Crystal Ball, What if Analysis and Sensitivity Analysis |
| Operating Systems | Windows 2000/XP/Vista, Mainframe |
| Reporting Tools | Oracle Business Intelligence, Tableau, MicroStrategy |
| General | MS Office, MS Project,HTML,PDF, Adobe Photoshop, Alfresco,Intelex |

**PROFESSIONAL EXPERIENCE:**

**Huntington Bank, Columbus, OH Oct 2013 – Present**

**Business Analyst**

Is an American [bank holding company](http://en.wikipedia.org/wiki/Bank_holding_company) founded in 1866. The Huntington National Bank and its affiliates provide full service commercial, small business, consumer banking services and mortgage banking services. They also provide treasury management and foreign exchange services, equipment leasing, wealth and investment management services.

**Roles & Responsibilities:**

* Worked closely with business teams/project stake holders/SME and Data Standards Lead to map the expectations to the delivery capabilities.
* Managed software artifacts for the suite of investment products such as Online Banking and Brokerage, BIDS, Insurance etc
* Conduct user interviews, gathering business requirements and analyze requirements to write system specifications documents. Extensively worked on business processes and workflow sessions.
* Defining system scope and objectives. Preparing BRD (Business Requirement Document) and FSD (Functional Specification Document).
* Analysed and tested converting the old wiretransfer system to the new wiretransfer system (MTS). Testing consisted of ensuring that new code for various electronic payment systems that interfaced with the wiretransfer system worked efficiently according to the business and software requirements.
* Exposed to and worked with Subject Matter Experts in Fixed Income Annuities, Swaps, Finance, Trading Cycle, Portfolio Analysis & Management, Asset Management, Bonds and Bond Trading Cycle, Pricing, Derivatives.
* Followed Agile (Scrum) methodology under SDLC to develop systems.
* Heavily interacted with the business users/technology teams to facilitate business and quality assurance reviews.
* Conduct workflow and process analysis & GAP analysis to derive requirements for existing systems enhancements.
* Involved in identifying implicit and explicit business rules based on Data Requirements for Data Warehouse
* Use of MTS Services for Business Objects.
* Partner with clients/peers/technical groups to perform quality reviews on business requirements in order to determine if the requirements fulfill the demands of the end users.
* Conducted analysis and optimization of trade processing flow, trade break investigation and liquidity analysis for equity derivative and foreign exchange products which resulted in 45% reduction in trade volume processed by technology systems.
* Conducted many informal sessions to develop an architectural solution, ensured the application met the requirements.
* Assist with user testing of systems, developing and maintaining quality procedures, and ensure that appropriate documentation is in place.
* Worked with SMEs to understand various assets and security classes, exchange traded derivatives (such as futures, options on futures, equity options and index options), OTC derivatives (such as interest rate swaps, swaptions, credit default swaps and total return swaps) and portfolio allocation and management.
* Conversant with finance concepts like Cash Management, Fixed Income, Investment & Loans, Treasury, Day-to-Processing Applications, Cash Flow Forecasting, SWIFT etc and compliances like FASB and Sarbanes-Oxley (SOX).
* Worked closely with the project managers to monitor progress, and the deliverables for the project
* Regularly scheduled meetings to review the project status/plan with senior technology staff.
* Organizing Joint Application Development (JAD),Joint Requirement Planning (JRP) and Rapid Application Development (RAD) sessions with IT groups.
* Creating Need Analysis Documents of the requirements gathered through JAD and JRP sessions using MS Word.
* Attending Sprint sessions with the Project manager and Build manager for knowledge transfer about the present system.
* Expert in Tracking and Managing the Requirements using Requirement Traceability Matrix (RTM) produced by the teams across the deliverables in the project.
* Extensive experiences in Investment Banking projects specialized in Securities Trading (stock trading, fixed income trading, and derivatives trading), wealth management and risk management.
* Creating Screen mock-ups and developing Workflow for all transactions.
* Used Microsoft Excel and Microsoft Access for Data Analysis and Reporting.
* Assisting in designing tests plans, test scenarios and test case for integration, regression and User Acceptance Testing (UAT).
* Using Test Director for assigning and raising an application bugs.

**Environment:** MS Project 2000, MS Visio, MS Word, SQL, Test Director 7.6, HTML, Unix.

**Heller Financial Services, San Francisco, CA                      May 2012 – Sep 2013**

**Business System Analyst**

Heller Financial Services offers a wide variety of investment and insurance options and strategies, cash management accounts with Visa cards, expanded mutual fund, stock research capabilities, and brokerage accounts protected up to $100 million.

**Roles & Responsibilities:**

* Worked as Business System Analyst/ Data Analyst and assisted the project manager in defining the Scope, Schedule, Business Change Management and Feasibility study report of the Project.
* Worked closely with the UI team to ensure that the product has consistent look and feel over the entire application platform.
* Followed Waterfall methodology under SDLC to develop systems.
* Conducted several Requirement Gathering Sessions (RGS) for gaining detailed requirements and finalizing Business Requirement Document (BRD).
* Managed and monitored requirements by developing Requirement Traceability Matrix (RTM).
* Identified the key business processes to model by analyzing the Requirements and modeled using MS Visio.
* Gathered business requirements, supporting transaction processing.
* Initiated JAD sessions with the sales team rep, the trader rep and the MTS IT team along with the technical lead of the development team
* Assisted the team members with documentations like Business Requirement Document and Use Case Specification Documents using MS Visio.
* Worked as a business analyst to build enterprise reporting system to support Risk Analysis, Securities and their Valuation, Asset Management, risks and returns, Bond Pricing, MBS, ABS, Derivatives (repos, interest rate swaps), Money Market Instruments and used strong knowledge of financial statements, cash flow, Financing Structures, Capital Management, Portfolio Analysis, Budgeting, trade capture application, risk management, and Investment Accounting.
* Assisted in Data Analysis by Data Mapping among the system and then worked with the design team in the designing of the Databases with extensive use of ERDs for the Data Validation, Data Modeling, Data Migration and Master Data Management.
* Applied T-SQL for cross checking Data Validation.
* Worked with SMEs to understand various assets and security classes, exchange traded derivatives (such as futures, options on futures, equity options and index options), OTC derivatives (such as interest rate swaps, swaptions, credit default swaps and total return swaps) and portfolio allocation and management.
* Conducted various meetings with SME, Vendors, users and other stakeholders to understand the user requirements.
* Accumulated business requirements from various business users and translated them into Business requirements document.
* Documented all the discussions, stored the requirements and tracked the changes maintaining the versions of document.
* Functioned as a primary bridge between the business, operations, and the technical areas throughout the project cycle.
* Used Rational Unified Process (RUP) for streamlining the team’s development activities.
* Conducted walk through of the requirements to the Vendors and the QA team.
* Participated in testing of the application over the QA environment.
* Set up definitions and process for test phases including Product test, Integration test, System test and User Acceptance Test (UAT) by using Clear Quest, QTP and HP Quality Center.

**Environment**: MS Visio, MS Office, Visual Basic, Oracle, SQL, HTML.

**Wells Fargo Home Mortgage, New York, NY Oct 2010 - Apr 2012**

**Business Analyst**

Wells Fargo Leading global wealth manager, top tier investment banking and securities firm, and one of the largest global asset managers. It provides a various range of products and services include Investment Banking, Equities, Fixed Income and Foreign Exchange. The project I worked on was aimed to integrate the present Wells Fargo fixed income trading system with the latest Order management and trading settlement system

**Roles & Responsibilities:**

* Used Rational Unified Process (RUP) for streamlining the team’s development activities.
* Gathered System Requirements, analyze data/workflows. Defined the scope and progressed from problem Statement to well-documented Designs.
* Worked on mapping of MSP Webservices to Enterprise Interface Partners and coordinated with FIS on MSP Web Services environment access and connectivity related tasks/issues.
* Assisted the Finance Manager in assessing the data that was in VB script and presented the same to business users.
* Designed and developed Project document templates based on SDLC methodology
* Planned and defined system requirements to Use Case, Use Case Scenario and Use Case Narrative using the UML (Unified Modeling Language) methodologies.
* Created standard test case template according to the company requirements and standards.
* Worked with system analysts to deliver use cases according to the project requirements.
* Establish documentation for Agile methodology for implementation with a very water-fall-centric development team.
* Reviewed test plans and test cases for the applications.
* Extensively used Test Director to review and update the status of entire testing process.
* Extensively worked with Test Director to store test artifacts.
* Updated Test Director with all the test artifacts and signoff forms.
* Utilized Rational ReqPro as a user to analyze the business requirements.
* Reviewed and analyzed the Use Cases.
* Facilitated JAD sessions with management, development team, users and other stakeholders to refine functional requirements.
* Used Agile Software Development process viz. Scrum, as this was a time bound project.
* Created business process workflow diagrams (Activity diagrams) in Rational Rose.
* Involved UI, requirement and data modeling sessions.
* The project heads towards enhancing the existing online banking application by improving its GUI, making it user-friendlier.
* Involved in User Acceptance Testing (UAT) and Test Execution.
* Worked as an Interface between the users and the different teams involved in the application development for the better understanding of the business and IT processes.
* Involved in Incident Reporting and Change Control procedures using Clear Quest and reports to track process of repairs and determine the current quality of the application.

**Environment:** Windows NT, UNIX, C++, HTML, XML, DB2, Winrunner, Test Director 8.0, Rational Rose, Rational Requisite Pro, UML , Agile, Clear Quest, Clear Case, SQL, Borland Caliber, VB Script, CMM, MS-Project, MS Office.

**State Street Investment Bank, Princeton, NJ, March 09 to Sept 10**

**Business Analyst**

**Description:** With $11.3 trillion in assets under custody and $1.6 trillion under management, State Street is the world's leading provider of financial services to institutional investors. Its broad and integrated range of services spans the entire investment spectrum, including research, investment management, trading services and investment servicing. This project, named as Investment Performance Attribution Systems (IPAS), is developed specifically to support Wealth Management Groups to provide most valuable advisory services to clients on Financial Asset Projections, Executive Stock Option Models, Portfolio Rebalancing, Investment Holdings, Liquidity Needs and Future Goals. The system solutions advise the clients on Wealth Management Strategies, provide clear and complete picture of the clients assets in position and those that are held by other providers, full brokerage capabilities, access to IPOs and other financial products, research data, tax and insurance information.

**Roles & Responsibilities:**

* Followed agile scrum methodology & initiated the ABC session & requirement sessions with business user & stakeholders.
* Interacted with business users & SME's to understand how current legacy system works, standard messaging protocols for trade capture & system ack/nak messaging process.
* Worked on various fields of finance such as stock, futures, and derivatives.
* Worked with product owner & user to determine inbound message trade fields such as Block Reference ID, Allocation ID, client asset ID, trade currency, etc. so as to ensure trade service integrity and data for reference system. Identify potential sources of data for the data warehouse.
* Organized the GAP analysis meetings to identify gaps in risk reporting against Basel II - risk-reporting requirements.
* Requirement handling for change requests and control towards implementation by conducting feasibility analysis. Document and communicate the information gathered to the rest of the datawarehouse team.
* Used data modeling techniques for creating entity-relationship diagrams and process flows in status transition representation. Design prototypes and performed framework analysis.
* Actively involved with project manager to determine source data fields across all lines of business& prepare data mapping documents for mapping source data with target.
* Assisted product owner to create product backlog & to write down user stories based on sprint planning meeting & to do storey mapping.
* Actively participated in project plan meetings with product owner & user to determine navigation tree (Client, Fund, and Product), search & filtering parameters (coupon, duration, maturity, rating, trade date, etc.) and reporting attributes for various reports.
* Develops necessary documentation for SDLC checkpoints such as Design Review Board and Change control; understands and follows Agile work development for building datawarehouse.
* Involved in creating data mapping documents to map the source data (trade repository) with target (dashboard). Participated and contributed in daily scrums, Sprint and Sprint review meetings.
* Assisted the scrum team on keeping up-to-date with changes in user priorities and to have their issues resolved.
* Assisted the team in clearly understanding the iteration objectives, understanding the requirement at a lower level of detail, and bringing the team together to deliver an acceptable outcome.
* Supported Scrum Master as needed & helped to identify potential issues as they arose & the possible solution to ensure the team is working efficiently as possible.
* Worked with team to create sprint backlog & to ensure user stories are finalized for the sprint cycle.
* Supervised the development of the application by simultaneously interacting with the clients and the technical team to make sure that the functionality of the application meets the expected results and is in-sync with the requirements.
* Conducted and participated in daily stand-ups to discuss the progress & identify impediment to progress & possible solution to it.
* Conducted various showcases to demo the stories implemented for given sprint.
* Involved in UAT for the final testing of the application for the production environment.
* Created User training Manuals/documents.

**Environment**: MS Office Suite, SQL Server, .Net, ClearCase, Clear Quest, MS Visio, QC, QTP, HTML, SWIFT and XML

**GE Finance, Salt Lake City, UT Aug 07 to Feb 09**

**Business Analyst**

**Description:** This is a Banking and Finance Industries project dealing with Fixed Income, Stock, and Investment Banking. The DataWarehouse will have automated reconciliations, measures and highest possible data quality consistency and integrity.

**Roles & Responsibilities:**

* Interacted with the stakeholders to get a better understanding of client business processes to gather business requirements.
* Worked on various fields of finance such as stock, futures, and derivatives.
* Worked on Fixed income, portfolio management, investment banking, and fund accounting.
* Worked on systems integration at various levels with different teams and departments.
* Involved in the Strategic development of a DataWarehouse and in Performing Data Analysis and Data Mapping from Operational Data Store (ODS) to Enterprise DataWarehouse (EDW).
* Interacted with the clients and the architect for gathering the functional requirements and documented them. Have a good knowledge of SDLC.
* Identified Use cases from the requirements and wrote Use Case Specifications.
* Created business process workflow diagrams (Activity diagrams) in Rational Rose.
* Validate business requirements, writing functional specifications, testing/QA accepting technical solutions and reconcile data between accounting s/custodians/datawarehouse.
* Link business processes to organizational objectives, perform critical path analysis, and identify opportunities for business process improvement.
* Created Use-Cases and Business Use-Case Model after accessing the status and scope of the project and understanding the business processes.
* Maintain data dictionary and analyze business rules for drafting functional specification.
* Analysis of the technical specifications of the current system and the infrastructure needs of the reporting suite.
* Used UML methodology to design data flow diagrams and use case diagrams.
* Managed the requirements using RUP, Rational Rose, and Rational Requisite Pro.
* To analyze and resolve the ongoing issues with the DataWarehouse and the ETL processes/ upstream and downstream applications.
* Used Object Oriented Analysis and Design techniques and database techniques.
* Developed Business Requirement Documents and Functional Design Documents.
* Created test plans and test cases for user acceptance testing.
* Supported the Enterprise Business Objects report system.
* Conducted formal and informal Sessions to develop an architectural solution that the application meet the business requirements, resolve open issues, and change requests.
* Used the Unified Change Management from Rational to track changes to multiple artifacts by versioning artifacts, associating requirements to specific change request/defects to streamline the defect/change tracking process. Performed Feasibility Analysis and Risk Analysis on third party tools.
* Assured that all Artifacts are in compliance with corporate SDLC Policies and guidelines.
* Coordinated and prioritized outstanding defects, enhancements and other system changes based on business requirements, allowing sufficient time to ensure accuracy.
* Monitored client expectations and conducted user interviews.

**Environment:** Windows 2000 server, VB, MS Excel, ASP, XML, Java, Oracle 8, Rational Requisite Pro, Business Objects, Rational Rose, GUI, MS Visio, Test Director, SAP.