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| Mehedi HasanMonju [mehedi.hasan.monju19@gmail.com](mailto:mehedi.hasan.monju19@gmail.com) 646-907-8289  BUSINESS SYSTEM ANALYST |

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| PROFESSIONAL SUMMARY |

* Business System Analyst with 6+ years of hands on experience in business consulting and application development with excellent skills in client interfacing, requirement gathering, user support, quality assurance, problem solving, and documentation.
* Worked closely with SME’s, end users/internal customers to understand project/requirement scope and involved in providing solution to implement or support production issues.
* Liaised with business and functional owners during risk engineering and high-level review sessions to derive and execute action plans, meeting deadlines and standards.
* Experience in facilitating SCRUM ceremonies like product backlog grooming sessions, sprint planning, daily stand-up, sprint review, and sprint retrospective; Facilitated Product owner on project planning to enhance the ROI.
* Providing consultative advice during testing of business functionalities.
* Work with SMEs to model systems, data modelling, and prototyping.
* Experience working with Liquidity Management.
* Experience in Scaled Agile Framework (SAFe) methodology.
* Wrote system-level requirements– functional process models, user stories, software requirement specifications.
* Created features and facilitated clear Acceptance criteria for testing.
* Analyzed and investigated business user issues and worked with SMEs and Managers to identify related defects and captured business requirements.
* Extensive knowledge of SWIFT codes, mapping the codes between different transactions.
* Involved in implementation of ISO 20022 for the financial industry’s preferred standard for new initiatives.
* Involved in implementation of SWIFT messaging series customer payment and cheques (MT100), Financial Institutional Transfers (MT 200), and Cash Management(MT900)
* Proficient in SQL including creation of DB tables and complex queries like Join, Union Expression based queries.
* Possess strong analytical and problem-solving skills with the ability to adapt to a new environment and meet stringent deadlines.
* Ability to successfully manage multiple deadlines and multiple projects effectively through a combination of business and technical skills.
* Facilitated JAD sessions with the management, vendors, users and other stakeholders for open and pending issues to develop specifications.
* Worked in all the stages of the Project starting from Smoke Testing, Integration, Regression Testing, UAT.
* Exposure in using HP ALM and JIRA to manage the software testing process
* Knowledge and understanding of OTC Derivatives, Equities, Bonds, Commodities, Futures, Derivatives (Forwards, Options, and Swaps), Foreign Exchange, Credit and Market Risk.

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| TECHNICAL SKILLS |

Methodologies: Scrum/Agile, Waterfall, SAFe

Testing tools: HP ALM

Change Management Tools: Rational Clear Quest, JIRA

Office Tools:   MS Project, MS Word, Excel, PowerPoint

Operating Systems: UNIX, Windows

Business Modeling Tools: Microsoft Visio, MS Project

Database: MS SQL Server, Oracle

Business Modeling Tools: Microsoft Visio, Rational Rose

Reporting Tools: Tableau, Cognos

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| WORK EXPERIENCE |

**Citigroup, NYC, NY**

**February 2016 – June 2018**

**Business System Analyst**

Local P&L reporting/Management action trigger (MAT) system is an existing engine in Citigroup Japan Limited (CJL) that provides reporting capabilities for profit and loss positions of trades received from upstream systems across financial instruments. It is envisaged that the MAT reporting system will be retired in short course of time. The primary objective of this project (CJL Rollout to S2 Global) is to develop a new engine that facilitates and expand the S2 scope to cover the CJL entity in conformance with S2 Global reporting standards.

**Responsibilities:**

* Translated business needs into data requirements and data structures in support of reporting, ad hoc queries, and analytics, creating HLD.
* Liaised with business and functional owners during risk engineering and high-level review sessions to derive and execute action plans, meeting deadlines and standards.
* Coached teams, leading them to be self-directed with strong accountability, decision making, conflict resolution and transparency.
* In the absence of Scrum Master, I facilitated sprint planning, daily scrums, retrospectives, stakeholder meetings, and software demonstrations.
* Protected development team from outside distractions, impediments or team conflicts, and maintained focus on product backlog and project timeline.
* Worked closely with project owner in backlog management and continuous delivery of features.
* Educated and reinforce scrum methodology and agile framework to team members and key stakeholders.
* Work with SMEs to model systems, data modelling, and prototyping.
* Wrote system-level requirements– functional process models, user stories, software requirement specifications.
* Work in Agile, scrum, and sprint environment in order to change the requirements and features set.
* Work closely SCRUM team to create test scripts and test cases to ensure coverage of all areas of the product/feature(s).
* Worked in Scaled Agile Framework (SAFe) methodology for both manual and automation testing.
* Work closely SCRUM team to create test scripts and test cases to ensure coverage of all areas of the product/feature(s).
* Created a process flow diagram using MS-Visio to give a high-level concept of the project.
* Developed test plan, test case and test conditions for UAT.
* Analyzed and investigated business user issues and worked with SMEs and Managers to identify related defects and captured business requirements.
* Worked with business team to build various MDM rules in MDM repository.
* Prepared performance measurement for clients, which involves computing account performance, analyzing investment portfolio holdings, and generating quarterly investment performance monitors.
* Involved in implementation of ISO 20022 for the financial industry’s preferred standard for new initiatives.
* Involved in implementation of SWIFT messaging series customer payment and cheques (MT100), Financial Institutional Transfers (MT 200), and Cash Management(MT900)
* As a Business Analyst, prepared departmental reports, providing analytical framework related to the budget process.
* Prepare ad-hoc projects for business systems department which include, core deposit studies, model validations, budget preparation, and ALM procedural reviews.
* Gathered requirements from the Business Unit and converted them into full-fledged Functional and System requirements.
* Used JIRA for Prioritizing, Issue tracking, story management, requirement traceability and internal collaboration.
* Worked with the technical and business staff to produce Test Scripts, Configuration and Management Plan documents.
* Worked directly with developers, Project Managers and Business contacts to produce Test Scripts and Test Conditions.
* Reviewed, analyzed the defect and provided feedback using HP ALM by attending the weekly defect status meeting.
* Followed established formats and procedures, created new formats, as well as researched, created, edited technical and business data documents.
* Wrote complex SQL queries to perform the back-end testing and Data Validation
* Analyzed data and made strategic recommendations based on our findings.
* Understood business objectives, data questions, and site-tagging problems to ensure accuracy of data.
* Used JIRA as Requirement Management tool.
* Collected, analyzed and managed quantitative data using reporting tools like Tableau and created meaningful reports to drive business decisions.
* Responsible for preparing the test case for unit testing and user acceptance testing.
* Lead and coordinated large UAT test efforts.
* Conducted User Acceptance Testing (UAT) after going through regression testing.
* Worked on Data mapping, logical data modeling used SQL queries to filter data within the Oracle database tables
* Co-ordinated with the Quality Assurance (QA) team to validate Business requirements and QA defects and review regression testing reports
* Worked with the Senior Business Analyst to conduct (JAD) sessions with business and technical units
* Responsible for designing and developing the SQL queries for data management, reporting and analysis.

**RBC Capital Markets, Chicago, IL**

**December 2013 – December 2015**

**Business System Analyst**

I was involved in Development of Trade Architect. It is web based software used for trading Stock, accounting, Options, Bonds and Treasuries (Equities, Fixed Income, and Derivatives). This software had a state of art GUI making it intuitive for investors in Investment Banking to plan a strategy and invest.

**Responsibilities:**

* Implemented SDLC which included Waterfall-SCRUM hybrid agile methodology with requirements, specifications phase and development phase in iterative time boxed sprint cycles, incorporating a rigorous definition of done.
* Assisted the Project Manager in defining the project plan, project charter, scope, vision, and timelines. Handled requests for proposals (RFP), making presentations to customers, and negotiating project timelines and deliverables.
* Prepared Business Process Models (BPM) and UML diagrams like workflow diagrams, activity diagrams, sequence diagrams, use case diagrams, by using MS Visio, for visual representation to explain various steps involved in business.
* Developed and executed detailed Use Case to describe the functionality of the system including claims transactions.
* Assisted Product Owner and Scrum Master in facilitating Scrum ceremonies like Backlog refinement, sprint planning, standup meetings and retrospective meeting.
* Used SQL Queries in Oracle to pull out data from the databases for the data validation and routine report generation.
* Helped team in maintaining Sprint Burn-down, Burn-up charts and tracked these charts to ensure that the team was following agile practices and not waterfall.
* Ensuring appropriate number of story points are assigned to the user stories and team commits to adequate number of story points to facilitate with velocity planning and making sure that technical debt is not accumulated.
* Responsible on the administrative, coaching and leadership roles that make Scrum development possible.
* Facilitated sessions with Scrum Masters for inter project dependency issues and conducted story writing workshops to coach the teams on accommodating agile philosophy.
* Developed the business process workflow, functional workflow diagrams and screen mock-ups for user reviews.
* Prepared and presented the budget estimation report with details of cost and resource allocations with effective timelines.
* Organized JAD sessions with business managers, application owners and developers. Designed the strategies to overcome potential obstinacy which could result from limited scope of the applications involved and its impact on the intertwined business processes workflows.
* Developed the parent-child data relationship models, ER modeling, database connections; defined data reports using RDL.
* Developed data flow diagrams and business process workflow diagrams and also developed file monitor screen designs to efficiently streamline and monitor the inbound & outbound data flows.
* Provided a thorough knowledge transfer of the project to the QA team prior to their test plan and test case preparations; discussed various positive and negative test scenarios; reviewed and approved test cases.
* Worked on MS Excel, MS Visio and MS Projects in order to conduct a detailed financial analysis of various projects and presenting the findings in form of PowerPoint Presentations or Research reports during executive level meetings.
* Used JIRA as version control and requirements management tool.
* Worked with the QA team in testing the application using Excel and ALM.
* Involved in Black Box testing, Integration testing, UAT, Regression Testing.
* Created use case templates about how credit check process happened.
* Use Agile systems and strategies to provide quick and feasible solutions, based on Agile system, to the organization.
* Organized JAD sessions with business managers, application owners and developers. Designed the strategies to overcome potential obstinacy which could result from limited scope of the applications involved and its impact on the intertwined business processes workflows.
* Wrote use cases for calculation of Collateral Surplus and Deficit and Net Margin Calculation etc.
* Built interface with contract management system, trade management system, reconciliations, portfolio accounting system etc.
* Accountable for End to End UAT management. Manage UAT defects to closure.
* Piloted daily scrum meetings, stand up calls and actively involved in sprint planning in a project that followed Agile Methodology.
* Prepared UAT schedules and coordinated with Business users and technical teams to resolve issues during UAT and production parallel testing; performed end to end business level testing.
* Leveraged SQL queries for data validation and data analysis to ensure the correct set of results were generated.

**Capital One, Mclean, VA**

**July 2012 – November 2013**

**Business System Analyst**

As a Business System Analyst I worked on multiple projects managing market risk across asset classes including interest rates and rates derivatives, equity and equity derivatives, credit products and securities financing. I performed various tasks as a member of the business team including, but not limited to: task lead, requirements gathering and implementation, writing functional specifications, knowledge transfer and process improvement, internal team building, client communication and relationship, and quality assurance.

**Responsibilities:**

* Conducted peer design and code reviews and extensive documentation of standards, best practices and procedures.
* Understand and articulate business requirements from user interviews and then translate requirements into functional and technical specifications.
* Interacted with fixed income business heads to finalize the Business Requirements for the Risk Management process.
* Worked on Agile Environment: conducted grooming sessions, participated in planning session, and Daily Scrum Standups.
* Created various UML models like Use Case diagrams, Activity Diagrams and State Diagrams in MS Visio
* Facilitated JAD sessions with the management, vendors, users and other stakeholders for open and pending issues to develop specifications.
* Created and maintained an Excel database.
* Coordinated with end users to discuss the functionality of the tool and also to discuss detected defects.
* Formulating use case for key considering the key internal control process in the policy and building the scenarios considering the money market investments and maturities in short term.
* Worked with SMEs to understand various payment systems against documentary credit, exchange trading, money market, swift payments, RTGS and SWIFT payment codes to link with the functional specification documents.
* Coached and developed a distributed team of business executives and technical professionals regarding Agile roles, routines and responsibilities resulting in a more thorough understanding of Scrum and a faster start up time to developing software.
* Used SQL on daily basis to query data
* Analyzed the existing system and process gaps in context of new business changes (Gap Analysis).
* Conducted User Acceptance Testing (UAT) in agile environment and verification of performance, reliability and fault tolerance issues for web based and client/server applications.
* Conducted JAD sessions with management, SMEs (Subject Matter Expertise), vendors, users and other stakeholders for open and pending issues to develop specifications.
* Established a corporate finance data repository assisting in credit score carding.
* Integrated an external credit score carding system into internal risk management system by identifying management requirements and implementing automatic information upload.
* Worked on HP QC tool for Defect management, Test Case Creation and automation Running Scripts from QC.
* Performed System and Integration Testing along with testers.

**EDUCATION**

Bachelor’s in Computers & Information’s Systems (CIS) from Monroe College, NY