**Sanju Sharma**

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**SUMMARY:**

* Over 7+ years of professional experience: Sr. Business System Analyst in various industries (Asset Management / Portfolio Management, Trading, Mortgage, Banking, Telecom).
* Experience in trading systems- Charles River Investment Management Solution (CRD), Charles River Anywhere (CRA).
* Experience in UBS portfolio management application- ConsultWorks, Thomson Reuters book management tools including Model Rebalancing Tool.
* Experience in Asset Management including Portfolio Management, Equity, Fixed Income products, Mutual Funds, ETFs, Derivatives, and Options.
* Strong knowledge of financial planning concepts, including asset allocation, goal planning, portfolio analytics and trade order cycle.
* Experience in Financial Modeling and Equity Research Analysis.
* Good experience in banking business, KYC, regulatory and compliance domain.
* Experience in the Agile, Waterfall Software Development Life Cycle (SDLC).
* Excellent Requirement gathering, Documentation, Presentation and Process Management skills.
* Proficient in Data Analysis, Use Cases Diagrams, Screen Specifications, Business Rules, Screen Mock-ups, Process Maps, Functional Specifications and Activity Diagrams.
* Extensive experience in gathering Business and functional Requirements, developing Use Cases, conducting Gap Analysis.
* Excellent Business writing skills in writing Business Requirements Document (BRD), and Systems Requirements Specification (SRS).
* Proficient in conducting JAD sessions with stakeholders.
* Excellent working knowledge of Microsoft Office Suites including MS-Word, MS-Visio, MS-Project, PowerPoint, Excel, Access and Outlook.
* Knowledge of database design, data models as well as database concepts and SQL.
* Experience in documentation for Data mapping & Data Integration.
* Proficient in writing Test Scripts and Test Scenarios.
* Actively involved in User Acceptance Testing (UAT).
* Experience in Forecasting & Budgeting and Cost benefit analysis.
* Strong team building, conflict management, time management and meeting management skills.
* Effective team player that has ability to develop productive working relationships while bridging the gap between technical, non-technical and test teams.
* Exceptional analytical, problem solving, strategic planning and decision-making skills.
* Strong communicator and creative problem-solver­­­.

**SKILLS:**

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| **Requirements Management Tools** | PowerDesigner, Rational Rose, Rational DOORS, Requisite Pro |
| **Methodologies** | Waterfall, RUP, Agile, Scrum, MS SharePoint |
| **Languages** | SQL, UML, XML, HTML, Java, C |
| **Business Modeling Tools** | Smart Draw, MS Visio, Prototyper Just in Mind, UML 2.0 |
| **Project Management Tools** | MS Project, MS Office Suite (Word, Excel, Powerpoint, Access) |
| **Defect Management Tools** | Bugzilla, SILK Central, Jira, HP Quality Center, Load Runner |
| **Databases** | IBM DB2, SQL Server 2000, MS Access, Oracle |
| **Operating Systems** | Windows 8, Windows 7, Vista, XP, Windows 95/2000 and MS-DOS |

**PROFESSIONAL EXPERIENCE:**

**Fiserv Inc. Atlanta, GA Aug 13 – present**

**Role: Sr. Business System Analyst**

The project was to create a new system incorporated with improved trading features. So now the user can quickly access all the tools, research and resources and spend less time clicking and more time trading. The project also involved systems validation and verification strategies

**Responsibilities:**

* Involved in design & implementation of AES, which interacted with various systems like Bloomberg Trade order system, Bloomberg & Reuters market analytics, SQL financials system, Accounting system(SunGard investone), BASEL II, Charles River  and Latent Zero
* Identified and refined business support requirements with key stakeholders to get Cash Basis, Accrual Basis on day to day basis with various Custodial Clearing Banks and houses, and prepare financial statements for each unit along with compliance with GAAP for trading transactions. It is involved backup the data and disaster recovery process.
* Requirement Gathering for Corporate Reporting financial statements for Tax purposes and Tax reporting in end to end to trading life cycle (SOX). Internal Control components include Control Environment, Risk Assessment, Control Activities, Monitoring using Charles River, SunGard Investone.
* Interviewed the Subject Matter Experts (SME) and carefully recorded the requirements by asking detail questions and documented all the requirements so that they could be understood by both business people and technical teams.
* Created the user requirement specifications and helped convert them to functional requirements and managed them in Rational Requisite Pro with proper traceability to the system requirement specifications (SRS) and also created the business vision document and glossary.
* Held walkthroughs with the developers and QA teams in order to communicate enhancement requests using Rational ClearQuest and to answer and clear all their queries.
* Documented workflow according to RUP specifications and adhering to UML standards.
* Analyzed end users hierarchy charts and designed and customized data flow diagrams to make it suitable for the developing team to understand and to configure according to the requirements consisting of  cost basis, wash sales, and performance
* Used RUP methodology in the implementation of the system. Data warehousing using Erwin.
* Review SWIFT files on a daily basis and Processing Swift payment.
* Conducted JAD sessions between the business users and the Subject Matter Experts.
* Performed GAP analysis to compare the existing system with the proposed system and documented new requirements and features.
* Performed data quality checks and analyzed data for inconsistencies. Used data mining applications to generate models and refined rules based on the data analysis
* Assisted in continuous process improvement process using sigma six processes to improve business performance using various metrics.

**Environment:** Microsoft Office Suite, Microsoft Visio, UML, Windows XP, MS Office (Word, Excel, PowerPoint), SQL Server, Sybase Power Designer, Microsoft Project**,** MS SharePoint server 2013, Test Director.

**Webster Bank, Bristol, CT Apr 11 – July 13**

**Business Analyst/Systems Analyst**

Webster Bank is the 31st largest commercial bank in United Nations based in Connecticut. Webster Bank has over $17.5 billion in assets and a market capitalization of over $2.6 billion. The project was to support and implement an end-to-end Front and Middle Office trading system for derivative trading and risk management consisting of Forwards, Swaps, CDS, Futures, OTC and exchange traded options for hedging as well as speculative trading. SWIFT messaging was used to establish a global communications link for data processing and a common language for international financial transactions. The system integrated the front office (Deal Capture, Contract Management) and mid-office (Credit control, Risk Management), by incorporating Charles River’s IMS into Equity and Derivative trading to realize Straight through Processing.

**Responsibilities:**

* Responsible for gathering requirements, creating artifacts for Rational Unified Process (RUP) - use cases, system architecture document, supplemental requirements document, architecture diagrams; verifying technical production infrastructure; designing and executing performance tests; and documentation.
* Worked with the developers to create Data Mapping Documents for Direct BAI, SWIFT, Non-BAI Controlled Disbursement and Shared Draft Products. Mapping required fields off the customer reports to the source tables in Electronic Window (EW).
* Performed monthly analysis comparing the monthly interest rate calculation to interest income booked to the general ledger.
* Reconciled gain/loss accounts to the general ledger.
* Involved with all the phases of Software Development Life Cycle (SDLC) methodologies throughout the project life cycle.
* Implemented and Used SWIFT messaging system to test the flow of messages from and into the new system and was also involved in ETL process
* Prepare Test conditions for validation to integrate Batch settlements on the Hogan Systems.
* The primary tools used to accomplish this support included MPM (Microframe Program Manager), RPM (Rational Portfolio Manager) as well as the full array of Microsoft Office Products.
* Ensure project data and project status is accurate in RPM (PMO Project Management tool).
* Developed QA Test Plan, test conditions and test cases, as well as assisted with QA team in System Testing using Mercury Test Director
* Performed Functional Testing, UAT Testing, Integration Testing, Compatibility Testing, Regression Testing on Broker portal and General Application and reported the bugs to the developer using HP Quality Center.
* Integrated with CBS BI and CBS Collections it improves the ability to manage credit risk and automates collections recovery on the Hogan OSC.
* Extensively used the UML methodology to create various use case diagrams for the system.  
  Authored Use cases, Business Requirement Documentation, and System Requirement Change Request.
* Analyzed, Evaluated and assessed gaps in the current processes.
* Extensively used Rational Rose to create use case diagrams, state diagrams and collaboration diagrams
* Facilitated JAD sessions to expedite the processes of data mapping
* Negotiated with vendors in the required areas in terms of tasks performed
* Gathered requirements from business users and tracked them using Rational Requisite Pro.
* Identified and clearly defined functional issues and supported IT development staff throughout the design, development and testing efforts.
* Facilitated the User Acceptance Testing (UAT) of the application by working with users and documenting gaps in the beta version of the application.

**Environment:** Rational Requisite Pro, COBOL, IBM Rational, HOGAN, Mainframe, Clear case, Clear Quest, Data warehouse, UML, ETL, Oracle, XML, MS Project, SQLServer 2000, Rational Suite, MS Office

**State Street Investment Bank, Princeton, NJ Nov’10 to Mar’ 11**

**Business Analyst**

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.

**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 data warehouse 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 data warehouse.
* 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 ,SQL Server, Java, Oracle 10g, PL/SQL.

**UBS, Weehawken, NJ Jan’ 08 to Oct’ 10**

**Business Analyst**

The project entailed developing end-to-end solutions with all functionalities enhanced as per client specifications for **UBS Asset Management**. Agents and clients wanted to execute a variety of transactions on the web, ranging from basic account opening and querying to placement of orders, redemptions and executing other transactions straight through. The solution enabled the customers to **perform account transactions**, **select investment products,** **make changes to portfolio distribution,** and **receive statements** and other documents electronically.

**Responsibilities:**

* Identified the areas for improvement by reviewing and analyzing the existing online portal systems
* Responsible for managing and maintaining relationships with users as they pertained to new enhancements.
* Assisted senior business analysts in performing GAP analysis and documenting the Business Requirements. Functional Requirements and Non-Functional Requirements into Business Requirement Documents (BRD) and Functional Requirement Documents (FRD).
* Designed and developed Use Cases, Sequence and Activity Diagrams using UML.
* Created wireframes and prototypes of the new web interfaces to communicate the ideas to the business users and the management teams.
* Worked closely with the UI design and development team to ensure viability of new features to ensure proper functionalities of the complete system.
* Coordinated with project manager on project activities like preparing timelines for project delivery.
* Assisted with user acceptance testing of system (UAT), developing and maintaining quality procedures, and ensuring that appropriate documentation is in place.

**Environment**: Rational Unified Process (RUP) Methodology, Rational Requisite Pro, Rational Clear Case, Microsoft Visio, Microsoft Office Suite MySQL.