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***Varun***

***Sr.Business Systems Analyst/Scrum Master***

**PROFESSIONAL SUMMARY**

* **Business Analyst** professional with **9+**years of experience in business process management, analysis and requirement gathering
* Experience in client-oriented roles in domains like **Mortgages, Investment banking, Risk management, Securities and Capital markets, Financial Mathematics and Wealth management.**
* Spearheadedprojects on**Waterfall, Waterfall- RUP, Waterfall-Scrum (hybrid), and Agile-Scrum**
* Business writing skills in creating **Business requirements document (BRD)**, **Use-Case Specifications, Systems Requirements Specification (SRS),Request for Proposal(RFP), High level and Low level documents (HLD/LLD)**
* Proficiency in gathering **SMART** requirements and transforming them into**functional specifications** focusing on workflow analysis and design, user interface design, and process flow modeling
* Organized and facilitated**requirements gathering sessions** and **JAD sessions** with Subject Matter Experts (**SME’s**) and stakeholders in order to document decisions regarding future state of business processes
* Worked with Architects, Data modelers, Developers, Testing teams thereby coordinating efforts
* High expertise in tracing requirements throughout the development process and verifying adherence to **Requirement Traceability Matrix** (RTM)
* Proven successin **eliciting** requirement,**As-Is and To-Be** analysis, **GAP** analysis, Cost benefit analysis, **Risk**assessment, and**SWOT** analysis
* Experience in **Use Case Analysis**, creating Key performance indicators (**KPI**), and Change Management
* Adept in using MS Visio to draw **UML** diagrams like activity, sequence, use case diagrams, flows charts, and Data Flow Diagrams
* Utilized **MS SharePoint** ascontent management system to access various business artifacts and to store it across all platforms
* Extensive involvement with **Data Warehousing**, Dimensional Modeling, **Data Analysis**, Data loss prevention, Data Mapping, and Data profiling
* Worked in test driven development (TDD) and acceptance test driven development (ATDD)
* Experience in creating **Test Plan** and **Test Cases** for Functional and Nonfunctional requirements
* Skilled in using tools like **JIRA, MS Office and HP ALM**for requirement management
* Collaborated in various types of testing like **Functional (Black-Box), Regression, Load and UAT testing**
* Facilitated **end-user** training and preparing **deployment** plan
* Generated reportsusing **pivot table**, and worked with different **MS Excel** function types and **VBA Macro**
* Dedicated & Self- motivated, proven **leadership** capabilities and time **management** skills
* Excellent **analytical, problem solving, communication** and **documentation** skills

**FINANCIAL DOMAIN KNOWLEDGE**

* Good Knowledge in **Stocks,Prime Equities, Fixed Income (Bonds, Repos, and MBS), Loans, and OTC/Derivatives (Options, Futures, Forwards, Interest Rate and Credit swaps), Mutual funds, Mortgages, Retail and Investment Banking, Insurance, Hedge Funds, Brokerage/Wealth management, Foreign Exchange and Capital Markets**, **SWIFT** payments with experience in identifying and documenting detailed business requirements pertaining to **Equities and Derivatives Trading, Trade order, Execution, Settlement, Portfolio, Risk and Compliance, Brokerage, and Accounting**
* Experienced in analyzing the existing**Trading platforms, FIX, Financial service Technologies (Fiserv)and front-office business processes and systems**
* Performed **Credit Risk, Operational Risk, and Market Risk** analysis using data reporting and information security
* Hands-on experience with various financial software including, Odin, Market Data using **Bloomberg**

**TECHNICAL SKILL-SET**

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| **Modeling Tools** | UML Modeling using Rational Rose, MS Visio, MS Project |
| **SDLC Methodologies** | Waterfall, Agile-Scrum, Waterfall-Scrum, Waterfall-RUP |
| **Business Skills** | Change Management, Impact Analysis, JAD Sessions, SWOT analysis |
| **Requirement Management** | MS Office, JIRA, HP ALM V 11.5 |
| **Project Management Tools** | MS Project, Microsoft SharePoint Server, Rally |
| **Testing Tools** | HP QC v10.0, HP ALM V11.5,Load Runner |
| **Financial tools** | MS Excel functions and pivot tables, VBA Macros |
| **ETL Tools** | Informatica |
| **Reporting tools** | Tableau Desktop , Cognos , MS Word, MS PowerPoint, Spotfire |
| **Languages** | HTML, XML, SQL |
| **Databases** | MySQL, MS Access, Oracle, |

**PROFESSIONAL EXPERIENCE**

**Bank of America, Pennington, NJ**

**Project: Trading System**

**Role: Sr.Business System Analyst/Scrum Master**

**Duration: July 2013 – 04/08/2015**

**Project Description:** The project was a new development entailed to develop a proprietary trading platform for fast order entry and trade execution along with various other tools to make trading experience unique and flexible. The platformprovides a comprehensive suite of connectivity solutions designed to meet the complex needs of the global trading community.

**RESPONSIBILITIES:**

* Analyzed the prior documentation and business processes for full understanding of the project. Interviewed 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
* As a Sr. Business Analyst involved in business requirements, analysis, design, project planning & scheduling
* Developed good knowledge of **Equities, Fixed Income, Foreign Exchange, Futures, Bond Pricing,Derivatives (Options and Futures),** and **Equity Order Processing, Credit Risk and Market Risk**
* Gathered Business Requirements, through constant interaction with the Product owner, SME’s, Designer and Developers to get a better understanding of the Business Processes
* Coordinated and conducted joint application development (JAD) and walk through sessions involving business unit stakeholders, and technical analyst thereby utilizing strong interpersonal, oral and written communication skills
* Analyzed and optimized the process, prepared Business Requirement Document (BRD) and Functional Specifications
* Experience capturing all aspects of Trade Life Cycle (Front Office Order Management, Trade Execution, Settlement and Clearing) through use cases & process flow diagrams
* Analyze business rules, analyze in near real time issues process flow issues in Orders related Stocks, Mutual Funds, Bonds, Options, Futures, Futures, Portfolios. Data comparison, Transaction Processing, Account Reconciliation
* Security Valuations data, Commissions data for trades and calculations of Fixed Income Trade Orders and Database, log checks for reasons of discrepancy in brokerage system
* Performed Gap analysis designed new process flow, documented the business process, various business scenarios and activities of the business from the conceptual to procedural level
* Educated developers for various financial products and help them understand the logic of operation of **Stocks,Equities, Bonds, Derivatives, and Mutual funds, Capital Markets, Brokerage and Trading, Swift payments**
* Provided technical assistance in identifying, evaluating, and developing systems and procedures that were cost effective and met business requirements
* Providing solutions to improve Credit Risk monitoring and trading for Front Office
* Conducted stand-up meetings and created burn down charts and calculated the Velocity of the team
* Assisted in developing a database of securities to be included in the platform for optimal capital allocation
* Identified and created User Stories and Use Cases from requirement
* Create visualizations on the reported valuesarising from regulatoryreporting of trading book proposed by the in house Quant team
* Provided the documents to the accounting department for payments and transfers of the account
* Coordinated and prioritized outstanding defects and system requests and prepared **Requirement Traceability Matrixes (RTM)** to track such requirements
* Extensively worked on the SharePointapplication especially on the Intranet Portal, Extranet site and managing the enterprise content management
* Good understanding and experience in coordinating with data modelers while creating data models
* Assisted ETL developers mapping the extracted data from source system and load into the target system after applying required transformation
* Wrote SQL Queries to extract data from different data sources to map into central repository using Informatica
* Generate Fixed Income and Equity reports for regulatory reporting using Spotfire
* Testing of Trades, Trading errors, financial reconciliation, checking Compliance rules, Portfolio rules in Trade Portal
* Involved in developing test strategies and assisted in developing test scenarios, test conditions and test cases

**ENVIRONMENT:** Agile -Scrum, JIRA, SQL Server, Informatica, MS Office, SharePoint (2010), MS Project, MS Visio , HP ALM, XML, Oracle, Spotfire, Rally

**Bank of Oklahoma, Tulsa, OK**

**Project: Mortgage Processing System**

**Role: Sr. Business Analyst/Scrum Master**

**Duration: March 2012 - June 2013**

**Project Description:**This project was an extension to the existing system entailed to provide access to brokers of different agencies so they could apply for mortgage loan on behalf of their customers.

**RESPONSIBILITIES**:

* Actively Involved in **Pre-Analysis** of project with **SME**(Subject Matter Experts) and Developers
* Conducted Gap analysis to understand new business model and additional functionalities to be incorporated
* Facilitated JAD sessions for better understanding and refining of requirements in coordination with multiple teams
* Translated**Business Requirements** and translated them into **System Requirement Specifications**
* Clarified and prioritized requirements by conducting brainstorming sessions with the stakeholders and SMEs
* Studied and analyzed requirements to be achieved and brainstormed to gather effective requirements for a quality product
* Prepare Project Requirements Document and Design Information Systems Business Solution
* Created business rules, business vision document, business glossary and implementation up to functional and technical specifications
* Extensive experience in managing project requirements, which includes requirement gathering, requirement rating/analysis and requirement priority assignment
* Worked closely with Chief Credit Risk Officer, Head of Sales and Relationship Management to design, and document
* Trained designers and developers about the commercial lending operations
* Participated in Design walk-through with end users to baseline the business architecture
* Created **High level document/Low level document**
* Generated process flows to understand the various steps in the Loan Lifecycle and desired functionality of the new system by interacting with users, management, SME, stakeholders, lenders and underwriters
* Develop business strategies to successfully plan and execute Oracle projects
* Involved in business requirements, analysis, design, project planning & scheduling, creating **UAT Test Plans / Test Cases**
* Wrote **SQL Queries** and did the Documentation for the Databases
* Used Tableau to give live demo of the projects and also to keep to track of various projects
* Developed **Test Cases** from **Use Cases**, reviewed Test Plans to ensure Use Cases accurately
* Collaborated with the implementation team and provided guidance for the development/integration team
* Reviewed development plans, quality assurance **Test Plans**, and user documentation to ensure correct interpretation of original specifications
* Participated in defect review meetings with team members. Worked closely with product owner to record, track, prioritize and close bugs
* Produced and managed documentation on release activities to **support problem resolution**
* Reviewed and evaluated all the modules of the software before delivery to users to confirm meeting the standard criteria

**ENVIRONMENT:**Waterfall-Scrum, JIRA, Tableau, SharePoint (2010), Microsoft Office, HP ALM v11.5, Informatica,MYSQL,Tableau, Oracle, XML Spy, SOA, JavaScript, Rally

**HP, Chandler, AZ**

**Project: E-commerce Website**

**Role: Sr. Business Analyst**

**Duration: Nov 2010- Feb 2012**

**Project Description:** The project wasan enhancement to allow the existing website to be compatible with mobile devices and tablets and also available as an application on smartphones.

**RESPONSIBILITIES**:

* Involved in preparing the project **scope** and **objectives**
* Prepared business requirements documents by conducting client group interviews, **focused groups**, workshops and online surveys
* Assisted in developing the project deadlines/deliverables/strategies to effectively manage projects
* Prepared and maintained the **Requirement Traceability Matrix (RTM)** to record the **business and functional requirements.**
* **Expert** in creating user stories from requirement gatherings while following various elicitation techniques
* Prepared **business requirement document (BRD)** and **System Requirement Specification (SRS)** to provide details of each business and functional requirement, development and implementation plan of these requirements, timelines, owners, etc.
* Prepared **use case diagrams and description** documentation based on the analysis, and obtained approvals from the clients
* Prepared **activity diagrams** on **MS Visio** to better understand the flow of activities along with the timelines of each actor
* Coordinated with project stakeholders to track the progress of the project, update status and lead review meeting to ensure that schedules and deliverables are met
* Coordinated and controlled **change request** for the clients by conducting impact and cost analysis, prioritizing and mitigating changes
* Prepared **change request form** to provide details of the changes requests, and obtained approvals from the appropriate stakeholders
* Participated in various architectural development sessions to provide technical teams with a better understanding of the requirements
* Assisted architects in structuring and enterprising data models and system design
* Conducted workshops to understand requirements for **Data Warehouse design.** Conducted client side validation to study **ETL** (Extract Transform and Load) operations on database
* Assisted my Data modelers in analyzing the data from the two sources, data modelling and then generating scripts to create necessary tables and corresponding records
* Assisted QA team by reviewing**test plan** and **test cases**and clarifying requirements to ensure complete coverage of requirements
* Provided training to the users, and involved in facilitating UAT sessions to gain user confidence and approval

**ENVIRONMENT:**Waterfall-RUP,SharePoint (2007), MS Visio, HP QC v8.0, MS Project, SOA, JavaScript, SQL Server, Informatica, Cognos

**HSBC,Delhi, India**

**Project:Credit Card Application**

**Role: Business Analyst**

**Duration: Jan 2010 – Oct 2010**

**Project description:**The project was an enhancement to existing **Online Banking Portal** that will help customers to apply for **credit card** account via Internet. System also allowed user to update profile online and to submit credit card payments online.

**RESPONSIBILITIES:**

* Gathered business requirements by driving **user-group meetings** and working with various global, cross-functional and virtual teams
* Prepared project deliverables: Business Workflow analysis, process analysis, user requirement documents (Use Cases & Use case diagrams) and managed the requirements
* Responsible for business system analysis of customizing the product with SDLC
* Documenting artifacts including, but not limited to, Functional Specifications, and the Use Case Specifications
* Responsible for handling **data manipulation**, **mapping**, and **basic databasetasks**
* Responsible for understanding current processes and tools and experience in reviewing and analyzing documentation
* Experienced in working with technical Writing teams and ensures the delivery of a **high quality software application**
* Identified all use case components including basic, alternate and exception flows
* Used Visio to model the process using UML to create **behavioral** and **structural diagrams**
* Prepared Business Process Models, which included modeling of all activities of the business from conceptual to procedural level
* Experience in **Facilitating** organizational change strategy development and objective setting with a cross-functional group of Business/State stakeholders
* Created examine matrix, used quality heart for test management, watch and report system defects and bugs fixes
* Designed and developed Use Cases, Use stories, Activity Diagrams, Sequence Diagrams, UML and Business Process Modeling.
* Performed concept modeling in order to produce detailed conceptual data model
* Conducted client side validation to study ETL operations on the involved databases and the **data warehouse**
* Perform data validation, data integration and Backend / DB testing using SQL queries manually
* Trained the designers and developers on logic operations for credit insurance and other type of policies
* Created test input requirements and prepare test data for data driven testing
* Used HP QC and Load Runner for test management, functional, GUI, performance, load testing
* Worked along with the development team to solve browser compatibility issues

**ENVIRONMENT**: Waterfall, SharePoint (2007),MS Visio, MS Office, MS Project, SOA,MS Access, Oracle, HP QC, HP LoadRunner

**HDFC Bank, Noida,India**

**Project: Wealth management**

**Role: Business Analyst**

**Duration: Nov 2008 – Dec 2009**

**Project Description:**The scope of the platform was enormous and includes customer relationship management (CRM), investment management, and portfolio accounting, commercial lending, and order management.

**RESPONSIBILITIES**:

* Actively participated in Focused session to gather requirement and documented them modeling UI Diagrams
* Facilitated and coordinating meetings and workshops to establish relationships within the internal and external business community
* Worked withdesigners and developers to make sure that they understand all the concepts of **derivatives, market risk**
* Worked with development project teams with regards to functional specifications, quality assurance scripting, and product rollout
* Proactively recommended innovations and modifications which were in compliance with industry requirements and consistent with corporate objectives and goals to improve operational processes, systems, policies and procedures
* Utilized business-process methodologies to facilitate the streamlining of design processes through business and technical resources within component-based architecture
* Interacted with prospects, clients and industry representatives in gathering business requirements and ensure that end deliverables meet original client needs
* Reviewing, analyzing, evaluating and recommending business systems, component applications and user needs
* Composed detailed descriptions of user needs, program functions, and steps required to develop or modify applications
* Worked with software engineers and business units, **assisted in formulating** and defining system scope and objectives through research and fact-finding, combined with a basic understanding of business systems and industry requirements
* Documented and communicated key decisions, open issues, case studies, workflow and functional requirements
* **Defined and documented** business and system processes
* Supported project managers and senior-level analysts on various projects
* Created UML use case, activity diagrams for the interaction between the analyst reports and reporting systems
* Assisted quality assurance with creation and execution of acceptance tests as needed

**ENVIRONMENT:**Waterfall, MS Visio, MS Office Suite, UML, Windows XP, Test Director, MS Project, MS Access.

**State Bank of India, Noida, India**

**Project: Trade surveillance system**

**Role: Business Analyst**

**Duration: June 2005 - Oct 2008**

**Project Description:**The project wasabout creating a trade surveillance for brokerage system which helps in detecting most of the fraudulent activities and fraudulent patterns that are happening on the website from both the seller and buyer end.

**RESPONSIBILITIES:**

* **Solicited requirements** from the client. Conducted brainstorming sessions with the client to understand the usability of the web site, identify number of users, understand usage rights of various users, and the key features of the web site
* Delivered the requirements document, after rigorous brainstorming sessions, to the web development team
* Developed a detailed design of the proposed web site via user-interface designs, mock-ups, and flowcharts
* Acted as a liaison between the client and the engineering team and simplified the web development process by developing the **Software Requirements Specification (SRS)** document detailing the key features of the required web site which included the programming language(s), and the DBMS tool to be used during the development phase
* Developed good knowledge of **Stocks**, **Equities, Fixed Income, Derivatives and Commodities, Market Risk**
* Conducted detailed walkthrough of **Business requirement** and **functional requirement**
* Involved in reporting market risk across asset classes including derivatives, equity and security financing
* Development of workflow tool to support the process of opening and maintenance of regulatoryreporting of trading books used by the Equities, Derivatives trading desk and Quant team
* Worked with Oracle financial service case management to build a consolidated repository of all investigations
* Researched and established the points of improvement in the IT infrastructure and the possible implementation of security standards
* **Microsoft Visio** was used to create various documents such as **Use Cases** for User stories and **Activity Diagrams**
* Played the key role in planning, developing, implementing and User accepted testing and maintenance

**ENVIRONMENT:**Waterfall, Oracle, MS Word, MS PowerPoint, MS Access, MS Visio, MS. Management Studios, MS Project, XML files, UML.

**EDUCATION**

**BSCin Computer Science**

Maharishi Dayanand University, Rohtak, India May 2005

**CERTIFICATIONS**

Scrum Certified Master