

# Swati Mohan

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*Highly motivated professional with experience in business process improvement, data analysis and project management. Proven ability to identify opportunities for process improvement and develop strategies for implementation. Adept in utilizing analytics to develop business insights and drive new product development.*

## SKILLS

- RPA
- Project Management
- Derivatives
- Financial Understanding
- Documentation
- PDD
- MS VISIO
- Generative AI
- MS Office
- Web-Based Reporting Tools
- UiPath
- Requirement Gathering
- Business Analysis
- BRD
- IBM Blueworks Framework

## EXPERIENCE

### Deputy Manager (Business Analyst)

HCL Tech, Noida, Uttar Pradesh

Apr 2024 – Nov 2024

- Managing multiple concurrent tasks in a fast-paced environment.
- Generating flow diagrams and reports using IBM Blueworks Framework tool.
- Facilitating communication between stakeholders and technical teams.
- Built relationships with internal customers to ensure successful project outcomes.
- Identifying and documenting business requirements for WestRock.
- Generating reports to track and analyze project performance and progress.
- Analyzing complex patterns and generating insights for decision-making and reporting by Generative AI.
- Using Generative AI to create synthetic test data for various scenarios, and with RPA automate the testing process, running tests on applications and reporting the results.
- Automating data entry tasks by RPA, while using Generative AI in validating data and identifying inconsistencies.

### Intelligence Automation Business Analyst RPA

Proven Consult (ABSS Consulting Services Pvt. Ltd.), Bengaluru

May 2022 - Jan 2024

- Working in RPA role with development of process along with internal team for South Africa and Middle East based clients
- Identifying the automation opportunity and providing automation solutions to the clients
- Working closely with the clients while providing them the desired solutions
- Collecting and understanding the process related documents (Process maps, operating procedure, organization charts, user manuals)

- Gathering different categories of customer requirements to design the required solutions for the clients: - input data (structured data, unstructured data, standard data, or non-standard data) - output type (Expected increase in volume, who are all involved in the project with roles) - Infrastructure requirements (Ui Path hardware / software requirements, test environment availability, attended or unattended scenarios).
- Confirming the type of client (thin or thick)
- Post gathering all the requirements, performing complete process analysis
- Input analysis - Identifying input types (application types, input structure, identifying fields, input locations) needed at process level and granular level, dependencies to other sub process
- Output analysis - Identifying output that already exists or needs to be generated by the software
- Assisting in automation along with UI Path
- Working with account managers, SMEs, business owners, process owners to fully and clearly documenting PDD (Process Definition Document) the AS-is business process to the key stroke level of detail that is required for a ROIC process automation program
- Assisting clients in understanding their business and getting the process automated
- Collecting and understand the process related documents (Process maps, operating procedure, organization charts, user manuals)
- Re-engineering the existing process if needed as per automation and get it approved
- Creating test cases
- Performing feasibility study for the process to automate and sharing the result
- Delivered demos, technical training, and support for new/existing clients
- Worked with Teams On-Shore and Off-shore Teams to ensure deliverables are smoothly achieved on time
- Segregating In scope activities and out scope activities and calculating the Automation Potential Percentage
- Reviewing performance by comparing the average handling time of as-is process with the execution time
- Using Visio to prepare process maps, flowcharts, and documentation that outline the steps, decision points, inputs, and outputs of each process for current and future state of business processes.

## **Senior Analyst**

*IOO RECONCILIATION, Northern Trust, Pune*

*Jun 2021 - Jan 2022*

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- Performing End to End reconciliations on a portfolio level for APAC, EMEA and NA clients on a daily, weekly or monthly basis
  - Understanding the risk associated with outstanding breaks and liaising with various custodians, IM and internal teams for resolutions to avoid losses, breach or penalties
  - Training and assisting Analysts in complex exceptions resolutions and preparing/reviewing DPAD to ensure that the documents are up to date and helpful to the New Joiners
  - Part of TLM, RPA and Xceptor projects focused on automating and streamlining the report generation and exception research process
  - Acting as a SME for the process and providing requirement gathering sessions to the stakeholders
  - For getting the process automated providing with the input files and checking the output generated
  - After the initial deployment of RPA solutions, monitoring their performance and identifying opportunities for further optimization and enhancement.

## **Analyst - Investment Banking**

*EXCHANGE TRADED DERIVATIVES, Northern Trust, Pune*

*Apr 2019 - May 2021*

- Managing daily processing of cash through EDM and trades for derivative products
- Working on issues and disputes related to cash and trade settlement
- Deals as working on settlement queries and issues
- Processing funds movement on daily basis on back of instructions received by Investment Managers
- Complying with the rules and regulations of organization
- Ensuring all currency cutoffs are met and there is no miss
- The work profile deals with providing Investment Manager required services such as reconciliation and reporting
- Onboarding new accounts by booking trades on GMI and then posting MTM and getting reconciled
- In order to resolve exceptions on daily basis posting entries on Fund Master.

## **Finance Executive**

*EFUNHUB, Pune*

*Feb 2018 - Jan 2019*

- Monitored budget, revenue and variance trends for the company, regularly apprising Management of company's financial standing
- Used Tally and MS Excel to prepare monthly reconciliation of bank accounts and took corrective actions on deviations.

## **Article Assistant**

*B.L. Raju & Co. CA Firm, Patna*

*Aug 2016 - Apr 2017*

- Completed and filed returns with tax departments at local, state and federal levels
- Reviewed available data and compared against tax code to determine exemptions, deductions, and potential liabilities
- Prepared tax returns, extensions, tax planning calculations and write-ups for all types of organizations and entities, including individuals
- Prepared working papers, reports and supporting documentation for audit findings.

## **Article Assistant**

*Shoundik Sinha & Co. CA Firm, Delhi*

*Jul 2013 - Oct 2015*

- Worked in the fields of TDS, DELHI VAT, UP VAT and Accounting
- Conducted audit of Blossom Kocchar Beauty Products

## **EDUCATION**

Executive Program in Artificial Intelligence & ML

*Indian Institute of Management, Jammu*

*Jan 2022*

Semi-Qualified Chartered Accountant

*Institute of Chartered Accountants of India, New, Delhi*

*Jan 2018*

Post Graduate Diploma in Business Operations Commerce And Accounting

*I.G.N.O.U, Delhi*

*Jan 2018*

Master of Commerce Accounting in Statistics, Costing

*I.G.N.O.U, Delhi*

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*Jan 2018*

Bachelor of Commerce in Accounting, Taxation, Costing, Financial Management

*I.G.N.O.U, Delhi*

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*Jan 2014*

## CERTIFICATIONS

- Explore automation development with UiPath Studio
- Excel Automation with the Modern Experience in Studio
- RPA Business Analysis Fundamentals
- Model Training Deep Dive: Explore
- UiPath Automation Hub Overview