**Ashwani Yadav**

**Sr Business Analyst**

**Current Location- Delhi**

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**Kangan Heri, Nr. Chhawla**

**Najaf Garh , New Delhi**

Around 7 years of experience in Insurance Industry as a Business Analyst role in domestic market.

**Major Strengths:**

* 7 years of relevant experience as Insurance Business Analyst.
* Expertise in Business Analysis, Production Support, Process Improvement, System Management, Requirement analysis, Requirement Documentation, Test case sign off, Test plan execution, Team Management and Insurance Operations.
* Skilled in writing Business Requirements Document (BRD), Functional Requirements Document (FRD)
* Expertise in UAT and Gap Analysis
* As Business Analyst eager to use leadership, analytical and problem solving skills to contribute applicable system analysis and project management skills and provide personalized service delivery to analyse business needs and translate them into executable strategies for your firm.
* Proficient in learning new technologies and quickly adapting to new environment.
* Flourished in both independent and collaborative work environments with quick learning abilities and excellent communication skills, presentation skills.

**Certification**

* MCSE (Microsoft Certified System Engineer) Certification
* CCNA (Cisco Certified Network Associate) Certification

**Education**

* June 2008 – Master of Arts (Pol.Sc) from IGNOU
* June 2003 – Bachelor of Arts from Delhi University

**System & Technology**

* **INGENIUM (Policy Admin System)**
* **TPP (The Policy Processor)**
* **SQL, Microsoft Office, Excel & MS Word**
* Bug Tracking Tools : E Help line & Seva.
* IBM Lotes Notes (E mail), MS outlook
* SoapUI
* XML

**Core Competencies**

* Business Analysis
* Production Support
* Software Testing
* Application Interface
* Requirements & Project Scope Analysis
* Requirement Elicitation
* Managing Multiple Stakeholders
* Provide FSD walk-through to user and dev team.
* Managing Multiple Project
* Coordinating SIT and UAT team.
* Change Management
* BRD & FRD
* Impact analysis and providing support in production issues.
* System Enhancement and Validation
* Issue Analysis & rectification of issue by providing workaround
* Test Plan & Test Cases Preparation
* Defect Reporting
* Retesting

**Professional Experience:**

**Max Life Insurance Ltd , Gurgaon**

**Assistant Manager-IT - Business Analyst, March 2015 – present**

**Responsibilities:**

* Requirement Gathering, Requirement scoping
* Walk through with Business user and Development team.
* FSD, CR writing
* Development effort estimation
* System testing\ Regression testing
* SIT\UAT test case sign off
* SIT\UAT defect tracking, Daily status update on execution and open defects
* Testing environment readiness for SIT\UAT, Other integrations with different applications.
* Sanity Testing support
* Production defect tracking and resolution.
* Production Support (Incident & Problem Management)
* Analysis on Audit findings\ observations

**CS Datamation Research Pvt. Ltd., Gurgaon**

**Business Analyst & Support , Jun 2009 – Feb 2015**

**Client-Max Life Insurance**

**Responsibilities:**

**Project Initiation:**

* Prepare of Functional Specification Document and initial feasibility of the functionality.
* Active participation in requirement gathering with user team.
* Co-ordinate with all stakeholders and validate cross-functional impact.
* Analysis system production issues and identifies root cause.
* Project Planning & Project Tracking:
* To check the feasibility of project plan provided by IT team and make changes if necessary.
* Preparing a detailed schedule of the project deliverables with target dates.
* To track the project progress with help of project tracker.
* To prepare and release status report on project health to all Stakeholders.
* Performed Gap Analysis to check the compatibility of the existing system infrastructure with New Business requirements
* Analyzing issues, provide root cause analysis, work around, code-fix & resolution related to Application Support tasks

**Functional Testing:**

* Prepare test cases for System Testing and share the test result.
* Co-ordinate with development team for bug reported during testing.
* Validate the test result executed during SIT.
* Provide support to UAT testing team during testing phase.
* Tracking of bug reported
* System Production Issues Root Cause Analysis & Rectification

**Applications**

**Client : Max Life Insurance Ltd.**

**Role : Business Analyst**

1. **Ingenium**

Max Life Insurance had deployed Ingenium as the core policy administration system in April 2004, developed by SOLCORP. Ingenium is an online real time system that provides the mechanism to administer individual insurance. Ingenium provides for entry of information dealing with all aspects of client and his or her business with the insurance company. INGENIUM handles traditional, ULIP and Health plans. The system provides the facility for the entry and edit of all application information assesses elementary Underwriting risk and either issues a policy automatically or refers the case to an underwriter for further review based on company-defined underwriting limits and automated decision criteria.

Project 1.

14.1 Release (Client’s Industry, Occupation, Flat Extra-Mult Extra reason etc.)

Duration : Sep 2014 to Feb 2015

* This release went live on production on 14th Feb’15. It was containing few major changes in ingenium like client’s Industry, which is a new initiative to capture client’s current industry in the system.
* Another function in this release was to adding Flat extra – Mult extra reasons in Underwriting. These were set up level changes.

Project 2.

Mach Release.

Duration: May 2015 to Nov 2015

As per IRDA guidelines we have stop the ULIP inforcement on Holidays, As fresh NAV does not available on Holidays. This was a code change as well as the Setup change.

Another item of this release to capture customer’s ID proof type and ID proof number in Ingenium for authentication, We have done screen level changes and added few of the dropdowns.

**EIA** : EIA is also a new initiative, which is a centralized place where we can opt for a repository to maintain all our policies, renewal premiums ,claims at one place. We have build this in ingenium at client level, where customer can choose from the available repository.

**2.** **TPP (The Policy Processor)**

The Policy Processor is the most advanced and comprehensive new business processing and underwriting system for life and Health insurance. TPP accommodates all life insurance products, across all distribution channels. The application is integrated with a heterogeneous mix of on-house and third party systems. The information is collected from both the ends-customer and agent through web-based e-forms, as well as from external data sources for background checks.

**Responsibilities:**

* Gathering and prioritizing of Business Requirements and also assist in developing business requirements.
* Performed Gap Analysis to check the compatibility of the existing system infrastructure with the new business requirements.
* Co-ordination with offshore team on all development & testing activities and resolve all queries with business team.
* Participate in UAT planning & execution
* Analysing issues, provide root cause analysis, work around, code-fix & resolution related to Application Support tasks
* Ensure issues are identified, tracked, reported and resolved in a timely manner.
* Ensure audit compliance with organization and project defined standards and processes
* Manage the promotion done on Production and UAT environment to resolve the Issues/bugs raised by the business users.
* Incident & Problem Management as Per Severity and TAT.
* Change management with respect to system enhancement.
* Preparing FSD for code level changes in the application