



## SHEENA VIJ

An achievement-oriented professional, offering **nearly 5 years** of experience in **Business Analysis/ Project Management/ Process Improvement** in Investment banking and Fintech domain, targeting assignments with international organization.

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### Key Skills

Business Analysis

Requirement Definition

Effort & Cost Estimation

Client Relationship Management

Planning & Execution

Project/ Delivery Management

Process Improvement/ Solution Delivery

Data Analysis

Team Management

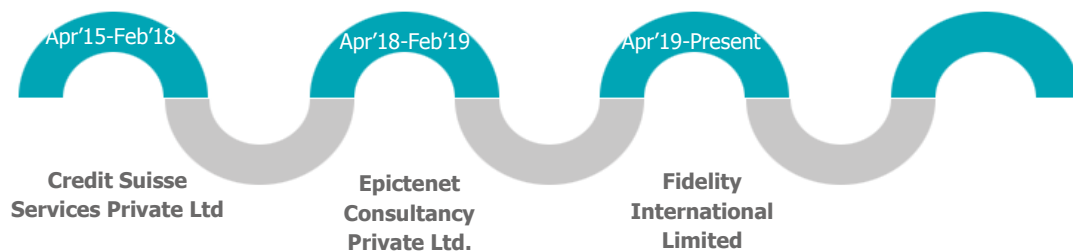
### Profile Summary

- Keen analyst with excellence in mapping business requirements, designing customized solutions with strong analytical skills and capability to analyze business practices and define optimal procedures
- Possess insightful knowledge of business process analysis (As-Is, To-Be) and design; imparted support to businesses by determining the requirements of a project and providing business solutions in a cost-effective
- Engaged in system & process optimization, attained business objectives by making improvements to processes which included documenting process maps, planning schedules, liaising with key stakeholders, managing process change, offering feedback on process performance, and providing assistance to clients
- Contributed in solution delivery by providing solution optimization for a project which reduced delivery effort
- Exposure in project management and activities with insightful knowledge of planning entailing analysis, design, development, and testing

### Education

- MBA (Finance) from Symbiosis Institute of Management Studies in 2015
- B.Com. from University of Allahabad in 2013

### Career Timeline



### Soft Skills



## Summer Internship

**Organization:** Credit Suisse Services Private Ltd., Pune

**Period:** Apr- Jun'14

**Exposure:**

- Collaborated with Accounting Team to understand various SPEs; coordinated with other (FA) capacities like LE controllers, APAG, PC, Tax and Treasury to get approval from business entities
- Validated approved entities into in legal existence
- Maintained FA workflow status i.e., assigning LECs, ADACs and PeopleSoft Codes

## Training Attended

- Attended trainings subjected on MS Excel Advanced and Basic and Advanced MS Suite

## Certification

- Diploma in **Software Technology** from NIIT in 2012

## IT Skills

- Accounting Software: Tally ERP9, MS Suite of Applications, MS SQL Server 2008
- Methodologies: Agile, Waterfall



## Personal Details

Date of Birth: 30th June 1992

Languages Known: English, and Hindi

Address: 102 Leela Apartment, Ashok Nagar, Allahabad-211001



## Work Experience

**Since Apr'19 with Fidelity International as Business Analyst**

**Project:** MIFID, GDPR, FATCA regulatory changes

**Description-** Role offers front to back view of platform systems and leveraging the understanding to work on various project streams for on-boarding of new customer and adviser types on company platform.

**Role:**

- Understanding of various fund types and products offered to personal and corporate clients
- Analysis of requirement and feasibility based on current and target data structure
- Preparation of business requirement document, use cases, data flow diagrams using the visualization tools like Visio and excel
- Analysis of existing data sets to identify and bridge the gap in report formation used for reporting purpose

**Since Apr'18 with Epictenet Consultancy Private Ltd. as Business Analyst**

**Project:** Louie- BI powered Data Mining and Visualization tool

**Description-** Project focused on developing an Artificial Intelligence powered Data Scientist and data mining tool which can be used for regulatory reporting, data analysis and data visualization purposes.

**Role:**

- Managing the implementation of Artificial Intelligence and data mining product to new regulatory and reporting environment
- Preparation of business and functional requirement document, test case creation, functional and user acceptance testing for implementation of new reporting tool
- Understanding the nature of various Loan products, superannuation; assisting in defining the control measures, implementing the processes, documenting the product implementation instructions and reviewing

**Since Apr'15 with Credit Suisse Services Private Ltd. as Senior Business Analyst**

**Project:** Risk System Rationalization–Data Warehousing & Reconciliation

**Description-** Project focused on rationalization of the systems which calculate the sensitivity values for local regulatory purposes and decommissioning of the non-strategic Risk Management System.

**Role:**

- Developing functional flows of “As-Is Process” and “To-Be Solution” on Microsoft Visio as part of strategic solution delivery
- Conducting requirement analysis, test case creation, functional and user acceptance testing for transition from one RMS to the other
- Understanding the complete trade life cycle of the OTC derivatives; assisting in defining the risk policies, implementing the processes, documenting the work instruction and reviewing the control document
- Drafting reports (Risk & Business) for continuously providing status update of business
- Engaged in collecting, collating & conducting complex data analysis to support management & customer requests
- Administering the project delivery of business entities by facilitating and maintaining the coordination between various stakeholders in order to build in proper communication medium
- Managing end-to-end workflow for strategic solution in order to meet regulatory requirements