**THAKUR ABHISHEK SINGH**

**Sr. Business Analyst**

Hyderabad, Telangana, India

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*A competent professional with expertise in assessing the software requirements to deliver quality software products, seeking an opportunity to contribute to the professional growth of the organization*

##### SUMMARY

* A technology driven professional with around 7 years of experience into IT industry working across all phases of Software Development Life Cycle especially into Business Analysis and 3.5 years into operations.
* Involved in full cycle Implementation of Projects and worked on all stages of Project Implementation such as Business Requirement gathering, Design, Development, and Testing.
* Good exposure in handling and delivering multiple projects simultaneously within the specified budget and as per agreed timeframe.
* Significant international experience in interacting with on-site USA clients for project deliverables.
* Sound knowledge of Software Development Life Cycle (SDLC) and AGILE SCRUM Methodologies.
* Domain expertise includes B2B and Financial Services particularly in the Retirement Solutions.
* Experience in performing UAT.
* Hands-on experience on JIRA tool for creation of EPICS/Stories, managing product backlog, pulling reports.
* Experience in conducting Sprint ceremonies.
* Experience in preparing capacity planning sheet, giving estimates for the project.
* Good experience in preparing Business Required Document (BRD) and Behavior Driven Development (BDD).
* Preparing Power Point Presentation to give Sprint Demos to clients.
* Experience in managing a SCRUM team and maintaining Product Backlog.
* Exceptional communication, collaboration & team building skills with proficiency at grasping new concepts quickly and utilize the same in a productive manner.

##### SKILL SET

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| * Product Analysis * Team Management * BDD | * Product Backlog Items * Requirement Gathering * Documentation | * Epics/Stories writing * Client Demo |

##### TECHNICAL SKILLS

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| Tools: | JIRA, Confluence, Visio |
| Applications: | MS Excel, Word, PowerPoint, Invision |
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##### EDUCATION

* MBA in Finance – Osmania University, Telangana, India (2013)
* B.COM – Osmania University, Telangana, India (2010)

EXPERIENCE #1

**UWORLD India Private limited OCT 2020-Present**

**Senior Business Analyst**

**Project #1: B2B - LP**

**Clients: US colleges**

**Description:** Provide ability for faculties to create Free response questions to assess students performance.

Roles and Responsibilities:

* Work closely with the PO and understand their Vision.
* Create Use case diagrams.
* Create high level Epics/Stories Jira.
* Create functional documents.
* Implement requirements under **Agile** development methods.
* Plan demos for users and other stake holders of the portal
* Prioritize stories in the backlog & groom the stories with the team.

EXPERIENCE #2

**DST/ SS&C Technologies Mar 2014 - Oct 2020**

**Senior Business Analyst**

**Project #1: TRAC - In-Plan Roth Rollover**

**Clients: Newport, AFS, LFG, TRP**

**Description:** Total Retirement Accounting Capabilities (TRAC) is the pension plan recordkeeping system.

Retirement plans must allow participants to convert their money from non-Roth account to Roth accounts to comply with the IRS. Their converted monies will be tracked for 5 years so that they reap the benefits of tax free withdrawals post 5 years period.

Roles and Responsibilities:

* Attend the Business requirement review/walkthrough calls given by Client; understand the requirements.
* Implement requirements under **Waterfall, Agile and Kanban** development methods.
* Create high level Epics in JIRA.
* Break them down into User Stories attainable in a sprint.
* Prioritize stories in the backlog using MoSCoW technique.
* Comprehend business requirements/acceptance criteria and break them into functional specifications.
* Prepare Sprint retrospective report, Product backlog, Change request log and User stories document.
* Prepare BRD (Business Required Document).
* Work closely with the PO and understand their Vision.
* Plan demos for users and other stake holders of the portal.
* Provide the functional walkthrough/demo to the support team as part of support turnover.
* Conducted Knowledge transfer sessions for new joiners in the project team.
* Supported the project teams with the functional requirements.

**Project #2: COSTK – Company stock**

**Clients: AXA equitable**

**Description:** Share accounted company stock builds orders based on cash sweep process and builds pending exchanges from Cash vehicles to COSTK vehicles. The exchanges remain pending until the client communicates the order to the broker and it is confirmed by the broker. Since orders are periodically sent to the broker, based on available cash and price of the stock, the exchanges can remain in a pending status for several days/weeks.

Roles and Responsibilities:

* Comprehend business requirements/acceptance criteria and break them into functional specifications.
* Prepare Behavior Driven Development (BDDs).
* Gathering high level requirements via continuous analysis meetings.
* High Level Requirement documentation preparation.
* Preparing the Statement Of Work (SOW).
* Prepare Implementation Guide for client’s consumption.
* Preparations of UI mock-ups and review the test cases.
* Plan demos for users and other stake holders of the portal.

##### EXPERIENCE #3

**ADP INDIA PVT LTD Sep 2010 - Mar 2014**

**Senior Process Associate**

* Worked in US Retirement Services domain in compliance team as a senior process associate.
* Handled multiple projects like Plan conversions, Form 5500, Compliance Testing, processing RMD’s, Processing Refunds for Compliance test failures.
* Generate Form 5500 for terminated, merge and transfer plans.
* Worked on different applications like Power Image, Relius, and Mainframes.

##### ACHIEVEMENTS & CERTIFICATIONS

* ASPPA certified on RPF1 and RPF2 - ADP
* Received Tom MCDonald Award – SS&C
* Received Spot and Star of the month awards.

##### AVAILABILITY

* Possess no bond with current employer

*References available upon request*