VELAMATI RAVIKIRAN
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Summary

Business Analyst at State Street HCL Services with over 6 of experience in Financial Services operations specifically in **Analyzing Business operations**, **Requirement Management, Stakeholder Management, Process Improvement, Fixed Income, Research, Investment banking.** Aiming to utilize my strong analytical skills and ability to achieve goals of your company. Possess Master's degree in Business Administration and related certifications.

Key Skills

Automation Projects	**Data Analytics**	**Data Quality**	**SQL**
Business Analysis	**Agile, Scrum Methodology**	**Gap Analysis**	**Python**
Root Cause Analysis	**Stakeholder Management**	**Management Reporting**	**Tableau**

Work Experience

State Street HCL Services
Role: **Business Analyst**
Quality&Transformations
(July' 19 to current)

- Providing assistance in identifying, evaluating and developing systems and procedures that are **cost effective and meet business requirements**.
- **Analyzing client's business requirements** and processes through document analysis, Workshops, interviews and work flow analysis (AS IS - TO BE).
- Expert in **gathering, analyzing, validating and documenting business requirements** into BRD and FRD.
- Facilitate and participate in **Agile and Scrum ceremonies.**
- **Acting as liaison** between business stakeholders and the software development team.
- **Evaluating risks** related to requirements implementation, testing processes, project communications and escalating to executive level management.
- Expert in translating the requirements into **Product Backlog Items**, **User Stories**, Test Cases and **manage changes to requirements**.
- Facilitating meetings with clients to document requirements and with development teams to **explore potential solutions**.
- Works with users to plan for UAT **(User Acceptance Testing)**, coordinates and monitor progress of test cases through **RTM** (Requirement Traceability Matrix).
- **Performs Cost Benefit Analysis** to finalize the benefits out of an automation project.
- Responsible for project communication and ensures appropriate stakeholder sign-off.
- **Handling multiple Automation projects** maintaining high quality and **working closely with cross functional teams**.
- Transform raw data into actionable insights and recommendations.
- Creating **dashboards and management reports** and proactively use analytical skills to discover trends and develop key metrics.
- Designing customized, interactive reports and dashboards for executive management using **Tableau Desktop.**
- **Proficient in SQL** querying, develops SQL queries to pull data from data sources.
- Accurately **collecting, analyzing and presenting data** and recommendations to management.
- Creating **business reports** that provide insight into key data points.
- Develop **improvements to existing processes** to deliver improved business performance and effectiveness.
- Identifying opportunities in current process and Performing **Gap Analysis** to quantify issues and recommend alternative solutions that will optimize process.
- Identifying trends of inaccurate or incomplete data sets by conducting in-depth **Root Cause Analysis**
- Understanding broader business drivers to map business needs to process **(Process Modelling).**

S&P Global
(Legacy S&P Capital IQ)
Role: **Quality Analyst**
Data Researcher III

- Business analysis-collecting, analyzing, data and requirements and provide recommendations to management.
- Acts as a **liaison between technology and Business teams** supporting all aspects of

(Sep' 16 to June' 19) the exception process.

- Plan, coordinate, and execute created tests cases **(User Acceptance Testing).**
- **Handled Automation projects** and working closely with Tech team.
- Identifying opportunities in current processes through **GAP analysis** and improve timeliness and quality of the data set.
- RCA (**Root Cause Analysis**) for errors related to various processes.
- Actively participate in meetings, offering ideas, insights and **recommendations towards process improvements.**
- **SQL - Running bad data queries** and improving the quality of the Fixed Income Data.
- Understanding broader business drivers to map business needs to process **(Process Mapping).**
- **Validates Bad Data** at Data Collection level and at Data Generation level.
- High level data QA of Top 1,000+ companies covering US, EMEA and APAC markets.
- **Validates the Product Enhancements** and Bug fixes.
- Works Closely with the Collection team, Tech team, Analytic Leads and Client Support team.

Role: Process Specialist
Data Researcher II
(Mar '15 to Sep'16)

- **Validates Bad Data** at Data Collection level and at Data Generation level.
- Develop innovative and **effective solutions** to problems in financial analysis.
- **Secondary Research** on various capital market products.
- We provide detailed breakdown of each debt instrument's outstanding value with **reconciliation** to the total debt reported in Balance Sheet.
- Performs quality assurance as required by the process using various **Quality tools.**
- Extracting information from different sources **using SQL.**
- Data manipulation and cleanup in compliance with business rules.
- Providing prompt, additional, updated and accurate data as per the requests of clients.
- **Financial Statement Analysis** using various Financial Analysis Tools and Techniques
- Take in-depth analysis of Market Data using **Qualitative Analysis.**

Data Researcher I
(Dec'13 to mar'15)

- We perform **Market Research** and take an in-depth analysis on Financial Statements of different companies from all over the globe.
- **Analysis on Capital Market Products** and their characteristic's (Bonds and Notes, prefer, and many more fixed income securities).
- Analysis of various agreements (Revolving, bank loan agreements etc.).
- Analysis of balance Sheet, Cash flow, Statement of Changes in Equity, Income statement.
- **Perform Data Analytics** on large financial data to make it meaningful for clients.

Projects

Project	**Debt Capital Structure RPA**
Business Case	There was a necessity to avoid the repetitive work of collecting the same info in multiple sources for the sustained components.
Problem Statement	Lot of Re-work which increases AHT and FTE and TAT.
Solution	To overcome this, we initiated the use RPA by semi-automating the sustained components from previous documents to the current document for common PEOs.
Technology	**RPA (Blue prism)**
Benefit	**20 FTE**

Project	**Standardization of Client Reports and Mail Merge Macro**
Business Case	Automation of 496 reports of various clients across locations of SSHS JV.
Problem Statement	Clients to have consistency in reporting with different specifications for different clients and to avoid errors due to manual reporting. There are 496 reports across different clients which are to be standardized daily.
Solution	Automation of all manual steps to generate standardized reports which reduce cycle time and

increase accuracy and store client specific mails in drafts box.

Technology   **VBA Macro**
Benefit   **5 FTE**

Project   **Trade Blotters Automation**
Business Case   Trade Blotters team provides reconciliation services of blotter files with trade booking and identifies trade exceptions to various clients of SS.
Problem Statement Team have to manually work on blotter files received in various formats (Excel, PDF, Notepad, Body of mail) from IM's. These have to be manually formatted to perform reconciliation.
Solution   To overcome this, we initiated automation of all manual steps which reduces AHT for 86 out of 105 clients.
Technology   **RPA**
Benefit   **16 FTE**

Education

- MBA-(Finance)-Acharya Nagarjuna University-Year 2013-with 66%
- Graduation – Nalanda Degree Collage, Acharya Nagarjuna University-Year 2011 with 72%
- Intermediate-(M.P.C)-Board of Intermediate Education-Year 2008-with 89.50%
- Secondary School Education-Year 2006-with 85%

Technical Profile

- Operating Systems   Windows Platforms
- Applications   Proficiency in MS Office Suite
- SQL   Intermediate working experience
- Macro   Basic Knowledge
- Python   Basic Programming Knowledge
- Tableau   Intermediate working experience

Certifications

- Microsoft Technology Associate in basic Python Programming
- Certified LEAN Practitioner
- NCFM certification in Financial Markets

Place: Hyderabad
Date:

Yours Sincerely,
V Ravikiran