**Mehul Talathi**

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## Profile Summary

7.5 years of experience working in Banking and Finance domain out of which 5 years as business analyst and expertise in preparation of BRD, FRD, Concept notes, Scrum Planning, Agile, Maintain and update project backlog,Presales, Creation of MPP, Functional testing, In Banking and Finance Domain.

## WORK EXPERIENCE

**Hexanika Solution PVT LTD**

**Business Analyst (Banking and Finance) Pune**

(November 2018 to Present)

* Create business and functional requirements documents, user stories, UMLs, Concept Notes, wire frame diagrams for various requirements.
* Using Agile Methodology for projects.
* Creation of data model and mapping of external data to internal data model.
* Data transformation by ETL.
* Liaising with development team and clients throughout SDLC phase.
* Creation of mock test data, Doing Function testing and UAT.
* Maintain and update product backlog, tracking requirements and assigning various task for reporting purpose in the system.
* Prioritizing the features to be taken for development as per client requirements.
* Giving Demo to clients and helping in creation of RFI, RFQ and as well as user Manual.
* Creation of MPP and tracking progress for every Scrum.
* Setting up calls with clients and doing presentation to clients regarding the features developed.
* Coordinating with stakeholders, clients and internal teams and also managing change management.

**Project’s Done**

**Anti-Money Laundering (AML) for a US Bank. (Jan 2019 to July 2019)**

* Coordinating for Project launch calls.
* KYC for the customer
* Analyzing the project purpose and the data received.
* Creation of business and functional documents, user stories and wire frame diagrams Business rules for the data received.
* Creation of data model for the data received so the filtered data can be mapped with the company’s data model.
* Creation of reports as per client’s requirements on the mapped data.
* Highlighting the accounts which have unauthorized and illegal transactions.
* Prioritization of features which will be taken up for development in various scrums and functional testing for the features developed.
* Doing presentation to clients regarding the working of features which have been developed.

**Redknee Technologies** Pune

***Business Analyst- Transition (Finance Domain)***  *April 2015 to Oct 2018*

* Create business and functional requirements documents, user stories, UMLs, Concept Notes, wire frame diagrams for various requirements.
* Working on change management and Scenario analysis.
* Work closely with business stakeholders from various locations.
* Create slides, charts and information packs that provide accurate and engaging visual materials for
* stakeholders from a range of levels and backgrounds.
* Ensure compliance with regulatory obligations and reporting requirements.
* Working Closely with IT team for managing the client’s requirements during transition.
* Preparing Requirement Analysis for the flow of Transition and done End user testing to meet the Requirements of users.
* Liaising with development team and clients throughout SDLC phase.
* Creation of mock test data, Doing Function testing, UAT, maintaining and updating product backlog.
* Finding out the bugs/errors amp; suggesting the rectification for the same to development team
* Prioritizing the features to be taken for development as per client requirements and creation of MPP for every Scrum.
* Tracking of requirements and assigning them to various task for reporting purpose
* Setting up calls with clients and doing presentation to clients regarding the features developed.
* Coordinating with stakeholders, clients and internal teams and also managing change management.

**Project’s Done**

**Transaction of financial process from SAP to Great plains ( April 2015 to Sep 2018)**

Transaction of financial processes like AP, AR, GL and reporting from SAP to Great Plans as Orga system was acquired by Redknee

**Vodafone Shared Services** Pune, Maharashtra

***Finance Analyst***  *Feb2014 to March2015*

* All Activities of month end like invoice booking, Bank Closing, Accruals, Deprecation, GL Recon
* Creation of Vendor payments, Creation of Purchase Orders (PO) and Passing of intercompany entries and getting the approvals of the same.
* Preparation of Cash Flow for Different Projects
* Ensure KRIs are closely monitored and delivered.
* Liaise with different support teams for escalation and remediation of daily issues encountered
* Work with Global compliance team to see all the compliances are followed.
* Manage all GL reporting and finding the monthly GL trend and highlighting to the management.
* Take ownership of any issues that arise from the day to day and monthly processes with a view to resolving these in an efficient and timely manner.

**Bank of New York Mellon (BNY Mellon)** Pune, Maharashtra

***Operations Executive – Fixed Income*** *Feb 2011 - Oct 2013*

* Recon of securities and preparation of payments for Securities manually and through system with help of rates from DTC and Bloomberg.
* Settling of claims for securities which have a fix payment date and are not settle in time
* Ensure data quality and accuracy while processing payments and Recon.
* Streamline process to validate financial database information used in preparation of quarterly and annual financial reporting;
* Developing and implementing tools and process to manage and improve quality, timeliness and productivity.
* Helping in Audit by providing the required samples and Adhering to compliances and KRI-KPI standards.

## Courses

* + Basics of Scrum, Agile and Project Delivery.
  + Basics of Quality management
  + SWOT Analysis for organization success***.***
  + Lean Six Sigma Primer
  + Stake Holder management

## TECHNICAL SKILLS

* + Reporting Tools (Tableau)
  + SAP-(End User)
  + MS Access
  + Basic SQL

## Certificate from Institutes

* + Certified Business Analytics Analyst with more than 30 hours of classroom training and working on live Project.

## EDUCATIONAL QUALIFICATION

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| --- | --- | --- |
| Bachelor of Business Administration (Finance) | 2010 | Pune University |
| HSC (12th) | 2007 | Maharashtra Board |
| SSC (10th) | 2005 | Maharashtra Board |

## PERSONAL DETAILS

**Languages Known :** English, Hindi and Marathi.

**Hobbies :** Reading, Travelling etc.

**Passport** : Valid till 2020