JAY BHIMRAO MESHRAM

**BUSINESS ANALYST**

 [jay.b@cvemail.com](mailto:jay.b@cvemail.com) 901-206-4579 MA

# S K I L L S S U M M A R Y

## Methodologies:

SDLC, Agile/Scrum, Waterfall

## Reporting Tools:

MS Project, MS Office, MS Visio, Tableau, Power BI, MS Excel (Power Query& Pivot, VBA, Macros, Xlookup), MS SharePoint

## Documentation:

FRD, BRD, SRS

## Analysis:

Cost/benefit analysis, GAP analysis, Risk Analysis, Impact Analysis

## Tracking and Other Tools:

Jira, Rational Clear Quest, HP Quality Center, JAD, SQL

## Operating System:

Windows, Linux

# E D U C A T I O N

## Master of Science in Finance

Clark University, MA

* Over 3+ years of experience in Business Analyst having Complete Life Cycle experience across multiple organizations i.e. Gathering Business Users Requirements, System Analysis, Development and Testing.
* Good understanding of project life cycle and SDLC methodologies including Agile and Waterfall.
* Proven knowledge of project management and reporting tools like MS Project, MS Office, MS Visio, Tableau, Power BI, MS Excel (Power Query& Pivot, VBA, Macros, Xlookup) for status reporting and planning.
* Proficient in creating business requirement documents (BRD), functional requirements documents (FRD), Software Requirement Specifications (SRS), and UML diagrams.
* Good knowledge of test-case scenarios and Cost/benefit analysis, GAP analysis, Risk Analysis, Impact Analysis, test scripts using SQL, user acceptance testing (UAT), training, and implementing new processes and technology.
* Adept skills in using tracking tools such as Jira, Rational Clear Quest, HP Quality Center.
* Proficiency in Results-oriented Joint Application Development JAD Facilitator and meetings coordinator with excellent interpersonal skills.

# E X P E R I E N C E

**Financial Analyst**

**Liberty Mutual Insurance, MA | Jan 2021 – Current**

* Involved in mentoring specific projects in application of the new SDLC based on the Agile Unified Process, especially from the project management, requirements and architecture perspectives.
* Acted as key resource liaison between financial management team and client, for responsibilities including Operational Compliance, Revenue recognition, financial reporting, Budgeting, Forecasting, and project.
* Pointed out major operational deficiencies; restructured and deduced advanced KPI’s for inadequacies impacting financial OKR’s.
* Assisted in the production of annual company budget and financial forecast.
* Responsible to analyze results and provide financial observations to upper management.
* Conducted JAD sessions to get SME’s input on how to implement the application for

Group Disability Claims.

**Business Analyst**

**Zensar Technologies, India | Jan 2016 – Dec 2018**

* Assigned tasks among development team, monitored and tracked progress of project following Waterfall methodology.
* Created Use Case Diagrams, Activity Diagrams, Sequence Diagrams and ER Diagrams in MS Visio.
* Scheduled meetings with developers, system analyst and testers to collaborate resource allocation and project completion using MS Project.
* Created data analysis presentations for weekly meetings, created org charts and diagrams in MS Visio.
* Involved in reviewing business requirements and analyzing data sources from MS Excel for design, development, testing, and production rollover of reporting and analysis projects within Tableau Desktop.
* Responsible to preform analysis and present results using SQL, Excel and Power BI.
* Performed in-depth GAP analysis and Risk Analysis in collaboration with different sponsors and business users to make sure that the system initiatives are met
* Interacted with the developers to report and track bugs using JIRA.
* Wrote Test Cases in HP Quality center that would test various Test scenarios.