

Name - Moni Rani

Business Analyst

CONTACT DETAILS

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 LinkedIn

CORE COMPETENCY

- Business Analyst Planning & monitoring
- Elicitation & Collaboration
- Requirement Life Cycle Management
- Strategy Analysis
- Requirements Gathering
- Requirements Analysis & Design Definition
- Solution Evaluation

TECHNICAL SKILLS

- Operating systems: Windows 7 & 10
- Design tools: MS Visio
- Prototyping: Balsamiq & Axure
- Utility: MS Office Suite
- Languages: UML
- SDLC models: Waterfall & Agile scrum
- Agile tools: Jira
- Database: SQL
- Documentation tools: MS Office Suite

SOFT SKILLS

- Cohesive team worker
- Self-motivated person
- Active listener
- Have good Presentation skills

CAREER OBJECTIVE

A dedicated and hard-working business analyst willing to redefine the career trajectory from banking into a new domain to help the company grow to new heights and to gain expertise in Business Analysis. Have overall experience of 5.5 years, of which, a Business Analyst for **2.5 years**.

PROFILE SUMMARY

- **Business Analyst** for two main **banking** applications. Skilled in **SDLC models**.
- Proficient in **Waterfall** model: **Requirements Gathering** through various **Elicitation techniques** like **Brainstorming, JAD, Focus Groups, Interviews, Documentation, Prototyping**.
- Experienced in translating **BRD** into **FRD** and requirements tracking through **RTM**. Well-versed with **UAT** & handling **change requests**.
- Expert in **Agile scrum**: Creation of **user stories, sprint** and **product backlogs**, conducted various **sprint meetings, sprint** and **product burndown charts**, ensured **DOR** and **DOD** checklist.
- Experienced in handling Sales, Marketing & Branch Operations - like Account Opening, taking Deposits, lending Loans, providing Locker facility, Customer Relationship Management and handling of all Customer Complaints.

WORK EXPERIENCE

Societe Generale (October 2024 – PRESENT)

Designation: Senior Analyst (Operations)

Role: Business Analyst

Project 1: Electronic Trade Booking through Boltweb Application

Duration: 1 year

Project Summary:

- Created **User Stories** in **Product Backlog** using **JIRA**. Conducted **Sprint Planning Meeting** to define the work for the upcoming **sprint** and get **story points & Acceptance Criteria** to ensure **Definition of Ready**.
- Conducted **Daily Scrum** meetings to know the progress of work on a day-to-day basis.
- Updated **Stakeholders** about the progress of the work through **sprint** and **product burndown charts**.
- Assisted in **development** and **testing** & ensured **Definition Of Done**.
- Conducted **sprint review** and **retrospective meetings** at the end of each **sprint** to know if everything is going well and if there are any obstacles faced in the sprint.
- Initiated **change requests**, after project is Live, by conducting **feasibility study** & thereby collaborating with Societe Generale IT team through various escalation portals.
- Profound understanding of Traders' needs and providing the required trade booking services.
- Empower traders with an intuitive, reliable platform that improves decision-making

CERTIFICATION

Certified Business Analyst, IIBA [EEP]

EDUCATION

B.Tech.,JNTUK UCEV, 82.42% (2012-2016)

ACHIEVEMENTS

- Gold Medalist in Metallurgical Engineering
- Selected as “**The best Outgoing Student 2016**” by Indian Institute of Metals, Vizag Chapter.
- Bagged **T R ANANTHARAMAN EDUCATION & RESEARCH FOUNDATION** summer trainee award 2015.

ADDITIONAL ACTIVITIES

- Volunteered in metallurgical workshops
- Actively participated in national technical symposiums.
- Enjoy Playing flute, reading stories, cooking & gardening

Project 2: Streamline the trade booking and validation workflow through X-One Application (Unified Trade Booking Platform)

Duration: 1 year

Project Summary:

- Actively conducted **SWOT analysis** for CMS to know the bank’s strengths, the opportunities in the market, where the bank is lagging & to stay ahead of recent market trends.
- Used **Gap Analysis** to upgrade **YONO application** from current state to the desired future state.
- **Gathered requirements** using **elicitation techniques** like **Documentation & Interviews**. Involved in **Prototyping** of screens for CMS services to make the software highly user-friendly while lodging complaints
- Created and maintained **BRD, FRD & SRS** with **UML & Activity diagrams** and assisted the development team in understanding **Use Case Specifications**.
- The stage wise requirements tracking is done through **RTM**
- Assisted in the **testing** by preparing **Test Case Scenarios** and ensured the **UAT** is successful.
- **Authorized** all cash transactions, passed cheques, issued Demand Drafts, Bankers Cheques & **approved** new current and savings accounts after thoroughly verifying KYC and bank norms.
- Resolved customer complaints using **Root-Cause Analysis** to find a permanent solution to the problem. Improved customer relationship with the bank by **lending gold & Pension loans** basing on the customers’ eligibility, needs & bank norms.

HALLMARK GLOBAL TECHNOLOGIES

(JULY 2017 – DEC 2018)

Designation: Content Associate

Role: Content Writer

- Wrote articles on the home page of company website including motivational articles.
- Authored articles on how to prepare for a certain examination within a short span of time.