# Shubham Pawankumar Baheti

**Business Analyst**

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Profile Summary

* 3.5 years of work experience in various roles as Unit Manager, Sales Executive in Mutual Funds includes 2.5 years of experience as Business Analyst.
* Distinguished proficiency in requirement gathering for enhancement while ensuring the optimal resolutions are achieved, insightful knowledge of business analysis & design, process optimization, cost control and revenue maximization from various technological solutions.
* Hands on experience in SDLC- Waterfall & Agile Methodologies- SCRUM
* Prepared & prioritized the product and Sprint backlog by coordinating with Product Owner & Client.
* Assisted the Scrum team in User stories writing sessions & defining Acceptance criteria for requirements.
* Assisted the Product Owner in Product Backlog refinement on regular basis.
* Defined the KPI metrics in Agile Methodology to measure the iteration status and Release planning progress using Burn down charts for both iteration and Releases.
* Experience in various Elicitation and Enterprise Analysis techniques like SWOT Analysis, Root Cause Analysis, Impact Analysis and Gap Analysis
* Had a proven record in preparing various Business and Technical documentation such as Business requirements Documents (BRD), Functional requirement Document (FRD) and Software Requirements Specification (SRS) by with supporting visuals by using UML 2.0
* Experience in handling the Change Requests and Risk Assessment
* Hands on experience in designing Prototypes through wire frame tools like MS Visio, Axure, & Balsamiq

**Educational Credentials**

### MBA in Finance & Marketing (RTM Nagpur University) from Dr. Ambedkar Institute of Management Studies and Research, Nagpur, with 69 % in 2020

### B. Com from (Savitribai Phule Pune University) with Krishna Education Foundation Leelawati College of Commerce and Computer Studies, Pune, 60 % in 2017

### 12th from Maharashtra State Board with 82.15% in 2014.

### 10th from Maharashtra State Board with 71.27% in 2012.

**Certifications**

* Business Analyst Training from COEPD (IIBA Endorsed Education provider)
* NISM V-A Mutual Fund Distributor (Level-1)
* NISM V-C Mutual Fund Distributor (Level-2)
* Negotiation Skills (Courser-Macquarie University)

**Employment Details**

* **HDFC Asset Management Company Deputed by Randstad India Pvt Ltd - October 21 – January 24**
* **HDFC Asset Management Company Ltd - January 24 - Present**

 **Software & Tools**

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| **Prototyping & Wireframe Tools** | Axure Pro 7, Balsamiq |
| **UML Drawing Tools** | MS Visio |
| **Project Management Tools** | **JIRA** |
| **Artifacts** | BRD, FRS |
| **Data bases & Visualization** | SQL, Tableau |

**Work Experience**

 **October 2021 - Present**

Project 1:

**HDFC Fund Flow -** The application helps in easing the back office work and increasing the internal system reliability. Application can align special tabs depending on seniority and reliability of the personal. The objective of the application is to provide smooth flow to the employees so that the transaction is smooth and there is less need for correction/revalidation.

Project 2:

**CRM -**  The objective of the application is to provide smooth flow to the employees so that they can report their visits, look for their market share and products that distributor have commands in. Application helps in reviewing data of the overall industry performance of the distributor The application can help in the daily update of the industry activity and their bulk transaction which will help sales staff to be present at right place.

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## Key Responsibilities-BA

* Requirement Gathering, Analysis, Design UML Diagrams Use Case Diagram, Activity Diagram, Data Modeling and Document them in BRD, SRS.
* Providing visual aids for the requirements to explain to technical team in the form of mockups and prototypes.
* Effectively communicate the requirement specification to the development groups.
* Handling the Change Requests from the client by Change Management process defined by the organisation.
* Interact with development team to provide explanations and to validate compliance of the developed product.
* Helping the QA team in the preparation of Test cases for Software testing and UAT to the client.

## Key Responsibilities-Non-BA

* Acted as Subject Matter Expert (SME)/ Client-side Business Analyst for the financial Product implementation in the mutual fund by coordinating and clarifying the queries raised by the technical team of the vendor.
* Prepared the workflows to demonstrate the operational process in the mf sector to vendor’s development team for smooth implementation of the product.
* Trains co-associates and branches on new system enhancements
* Provide high value service to internal and external clients in an environment that promotes Baird’s culture and the Operations mission and values statement
* Ensure adherence to regulations, Baird policies, and department procedures and policies.
* Answer and/or initiate Financial Advisor and Client Specialist contact; answer routine questions and follow through on requests
* Contribute to productivity, efficiency and effectiveness improvements to drive exceptional client service and risk mitigation
* Work on special team projects or support other team members in their efforts
* Review, approve, and process transactions and activity while adhering to strict deadlines to prevent market exposure and loss potential to clients, Reps, or Baird escalating any issues appropriately
* Identify opportunities and make recommendations for process or policy changes to mitigate risk or to increase productivity, efficiency, and effectiveness.