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| Shibanee Kurkure  Business analyst  Contact Details  🕻 Phone  +91 8329938120  Email  <mailto:shibaneep@gmail.com>  LinkedIn  [linkedin.com/in/shibaneep29](https://www.linkedin.com/in/shibaneep29)  Core Competency   1. Business Analyst Planning & monitoring 2. Elicitation & Collaboration 3. Requirement Life Cycle Management 4. Strategy Analysis 5. Requirements Gathering 6. Requirements Analysis & Design Definition 7. 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   Certification   * Certified Business Analyst, IIBA [EEP] - The certification mainly covered basics of accounting, core banking aspects and accounting concepts in banking. This course made me recollect the various aspects of accounting as well as auditing. * Accounts and Audit, NIBM - Business Analysis is ability to develop and document business requirements, analyze existing processes, and create visual representations of business processes to improve efficiency and reduce cost of companies.   Education   * Masters in management studies (MMS), University of Mumbai, 69.28%, (2005-2007) * Bachelors in Management (BMS), University of Mumbai, 70.33%, (2002-2004)   Achievements   * Received appreciation Certificate from Mumbai Port Trust for outstanding grades in BMS. * Received Certificate of Merit from Vartak College for Second Year and Third Year.   Additional Activities  Attended the following training sessions:   * Operational challenges * Service Operations head training Communication and verbal skill * Finacle training and Power RM training | Career Objective A dedicated and hard-working banker and 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 14 years, of which, a Business Analyst for **2 years.** Profile Summary  * Business Analyst for audit management system. 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. * Branch Banking- Handling branch operations, resolving issues of customers, providing assistance to customers for banking products. * Corporate and Audit- Handling the concurrent audit desk, empanelment of auditors in branches and other verticals, resolving problems, coordination between auditors and branches, and resolving technical issues. * Teaching experience: Guest lectures for Vivekanand Education Society’s college of Arts, Science and Commerce, Chembur, Mumbai   + Second year banking and Insurance (SYBBI) – Fundamentals of Banking.   + First year Open electives - Fundamentals of Banking for Science and Arts students.   + Used innovative pedagogy for teaching like case studies, poster competitions, quizzes etc. to conduct sessions in an interactive manner   + Conducted classes, Internal and External examination based on NEP 2020  Work ExperienceIDBI Bank Corporate Office, Mumbai June 2022 – August 2024  **Manager – Audit department**  **Responsibilities:**   * **Preparing the Concurrent Audit Plan** * **Preparing BRS for new additions in audit system.** * **Carrying out UAT and dealing with developers for system related issues.** * **Carrying out Empanelment of Auditors.** * **Shortlisting Auditors according to the profile.** * **Assignment of Auditors in the branches** * **Guiding them with the process of carrying out the Concurrent Audit** * **Carrying out Quarterly meeting of PAN India Concurrent Auditors** * **Monitoring the Report Submission of Auditors.** * **Updating the Checklist/Scope of various verticals like, RBG, APU, GBG etc.** * **Preparing MD reporting of the Treasury Vertical every month (an update of Treasury Significant Observations)** * **Preparing Memorandums for presenting Quarterly in Audit Committee of Executives and Audit Committee of Board** * **Preparing Monthly Review of auditors and submitting the same to ED office to further submit to Committee members.** * **Dealing with the technical issues of the Live Audit Application and resolving queries of PAN India.**   IDBI Bank, Baner, Pune  April 2017 –June 2022  **Assistant Manager - Branch** IDBI Bank, Talegoan, Pune July 2014 –April 2017  **Assistant Manager - Branch** IDBI Bank, Swargate, Pune December 2009 –July 2014  **Assistant Manager - Branch**  **Responsibilities handled at the branch:**   * **Managing the branch operations.** * **Customer enquiry and query solutions.** * **Cash handling and disbursement.** * **Salary payment of corporate clients as well as class 4 employees.** * **Sales and investment assistance to corporate and Customers.** * **Monitoring daily branch operations.** * **Carrying out government business.** * **Tax payments and challan generation for clients.** * **Complaint resolution both internal and ombudsman.** * **Staff handling and managing duties.** * **Interviewing subordinate help staff.**  Shriram Transport Finance Company July 2007 –November 2009  **Assistant Manager - Finance department**  **STFC is a Non-Banking Financial Company (NBFC) that primarily finances heavy vehicles. STFC's model functions like a bank, providing various financial services for trucks and small tempos through mortgages, cash credit, and term loan accounts.**  **Responsibilities:**   * **Monitoring Cash credit account usage on the basis interest rate sensitivity** * **Ensuring compliance of terms conditions in relation to the Term loans taken from bank** * **Assisting in completing the formalities of Debenture, Commercial Papers, etc** * **Timely submission of stock statements, auditor certificates** * **Disbursement activities:** * **Processing franchise disbursement request** * **Monitoring bank accounts for availability of funds to ensure disbursement of advances to franchises. Assisting in estimating working capital requirements on quarterly basis and submitting the estimates to banks** |