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| Shibanee KurkureBusiness analystContact Details🕻 Phone +91 8329938120Emailmailto:shibaneep@gmail.comLinkedIn [linkedin.com/in/shibaneep29](https://www.linkedin.com/in/shibaneep29)Core Competency1. 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 ActivitiesAttended the following training sessions: * Operational challenges
* Service Operations head training Communication and verbal skill
* Finacle training and Power RM training
 | Career ObjectiveA 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, MumbaiJune 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, PuneApril 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**
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