Rohit Salvi

Business Analyst / SME

# CONTACT DETAILS

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**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 10 & 11
* 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
* Leadership
* Decision Making
* Time Mananagement

# 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. Experienced professional with 15.7 years of overall experience, including 5.1 years as a Business Analyst within the banking domain.

# PROFILE SUMMARY

A result oriented banking professional with 15+ years of diverse experience in retail banking and wholesale banking operations, with over 5 years of experience in Business Analyst / SME role.

* Possess great knowledge of in SDLC **in terms of Waterfall and Agile methodologies**. Have strong liaison experience among different stakeholders.
* Experience in translating complex business needs into clear and concise **BRD, FRD and SRS documents**.
* Modellingthe requirements using **UML diagrams** and derived test cases from the **Use Cases** and facilitating **UAT** and coordinating with the technical team developing the application
* Deigning prototypes using **Axure RP Pro** and **Balsamiq**
* Experience in working with the **Scrum Team** and possess expertise in various stages which includes EPIC, User Stories, Product Backlog and Sprint Backlog, Prioritization and refinements, DOR and DOD checklist, Sprint Meetings, Sprint and Product Burndown Charts
* Exposure to various applications like **TCS Bancs, Flexcube, SFDC, CRM, Omniflow, CTS Application**.
* Hands on experience in day-to -day branch banking operation activities like **RTGS/NEFT, CTS Clearing, Fixed Deposits, Client Servicing, Cash Deposits/Withdrawal**.

# WORK EXPERIENCE

**IDFC FIRST BANKT LTD** (OCT 2015 – PRESENT)

**Designation**: Senior Analyst

**Role**: Business Analyst / SME

**Project No 01:** CTS Support Application (Jan 2024 to Feb 2025)

**Methodology:** Agile

**Role:** Business Analyst / Subject Matter Expert

**Project Summary:** To overcome cheque reporting challenges CTS

Support application was identified as a solution, which would require

all branches to update client account number, cheque number

and cheque amount CTS Support application. Post which cheque

lodgment data would be created in an excel format. This data from

each individual branches can be accessed by Central clearing

processing team.

# CERTIFICATION

Certified Business Analyst, IIBA [EEP]

# EDUCATION

**Post Graduate Management Programme In Finance – (**2003-2005)

**Project No 02:** I Connect Application (Oct 2021 to Dec 2023)

**Methodology:** Agile

## Role: Business Analyst / Subject Matter Expert

**Project Summary:**

While executing RTGS/NEFT transactions the number of transactions errors were on a higher side inspite of having maker and checker concept. Application enhancement was introduced in I Connect application where in checker was also needed to input transaction amount, beneficiary account number and IFSC code in the application

**Key Responsibilities:**

* Collaborated with stakeholders and gathered requirements using **elicitation techniques**
* Created **User Stories** and added **acceptance criteria** with the help of product owner, added user stories in the product backlog using **JIRA.**
* Prioritized and validated the requirements using **MoSCoW** and **FURPS** technique, added all the user stories into the sprint backlog based on prioritization order.
* Collaborated with the product owner and scrum team for deriving **BV and CP**, assisted the product owner for creation of **DOR and DOD checklist**
* Generated **Sprint and Product Burn Down Charts** to track the progress of work on day to day basis. Actively participated in product planning and UAT.
* Create and execute the user manuals / documents and training materials
* Used domain knowledge to recommend process change that will create efficiency, resolve problems, implement new products and product changes.

**Project No 03:** I Connect Application (Jan 2020 to Aug 2021)

**Methodology:** Waterfall

**Role:** Business Analyst / Subject Matter Expert

**Project Description :** To streamline Term Deposit process and ensure the same

are processed at FTR, E-checklist was enabled in existing application.

**Key Responsibilities:**

* Conducted Enterprise Analysis and prepared business case document, conducted stakeholder analysis and prepared **RACI Matrix**.
* Gathered requirements from the business heads through various elicitation techniques and prepared **BRD**, translated the business requirement into Functional requirements, collaborated with technical teams and prepared **SRS** documents.
* Created UML Diagrams, Prototypes and Mock ups for visual representation of requirements using **MS** Visio**, Balsamic and Axure RP Pro**.
* Created and maintained **RTM** throughout the project.
* Assisted in testing by preparing the test case scenarios and ensured the **UAT** was successful.
* Users were able to update the e-checklist at maker and checker levels and successfully assign cases to Central Processing Team.
* Resolved end user problems using root cause analysis and found permanent solutions for e-checklist updations.

Yes Bank Ltd Apr 2011 to Oct 2015

**Designation**: Senior Officer

**Role**: Branch Banking

Managed Teller transactions and subsequently transitioned to the Clearing Department as an Authorizer.

Authenticated Outward and Inward Cheques clearing, ECS Clearing, CMS Transactions and facilitated NEFT/RTGS transactions

Oversaw Teller Authorizer responsibilities including authorization of teller transactions, CMS transactions and ATM Cash management.

Ensured Compliance and Audit Control.

Kotak Mahindra Bank Oct 2008 to Mar 2010

**Designation**: Service Officer

**Role**: Branch Banking

Teller Transactions

Issuance of Demand Drafts / Pay orders

RTGS/NEFT Transactions

Funds Transfers

Deliverables Management

Reviewing of BOD/EOD reports