AMAR JOSHI

Business Analyst || Certifies Business Analyst || CBAP Trained || Domain – Capital Market, Reconciliation, BFSI

Location - Mumbai Contact No. – 8108321553 Email – amarmjoshi@gmail.com

Tools

➢ JIRA | MS Excel | MS Office | SQL | Balsamiq | InVisio | PFS-Paxus | Geneva | Investran | GoCSM | Bloomberg

Skills

➢ Use Case | User Story | Change Strategy | BRD | FRD | Requirement Elicitation & Gathering | UML & Data Flow Modeling | Requirement Analysis | Capital Market | FX | Waterfall | Stakeholder | FNO Management | Impact Analysis | Requirement Analysis | GAP Analysis | Equity and Derivatives |

Experience

ASCENT Group Role - Business Analyst (Position – Senior Associate)   **10/2023 to till date**
Mumbai

➢ Managing product development and solution analysis, incorporating digital platforms (**Paxus and Investran**) for sustainable digitization of Fund Accounting operations.
➢ Managed project activities including requirement elicitation, information analysis, and documentation (BRD, FRD, Solution Scope Documents, Interface Analysis) using MS Word and MS Excel.
➢ Conducted stakeholder interviews, developed "to be" business process flows using Balsamiq and InVision, and coordinated detailed designs for various business processes.
➢ Ensured business value delivery through rigorous requirement verification and validation processes, conducting reviews using JIRA and MS Excel.
➢ Supported the development of integrated business and technical solutions for Paxus and Investran applications, incorporating **Bloomberg** data and utilizing SQL for efficient data management and querying.
➢ Executed projects within the Waterfall SDLC methodology for developing corporate action applications in Paxus and Investran. Monitored project progress and managed tasks using JIRA.
➢ Coordinated with the development team during technical upgrades and post-development maintenance as the business domain point of contact.
➢ Assisted in the automation of Futures Mark to Market (Daily Profit Booking) processes for the Paxus application. Employed MS Excel for data processing and SQL for robust database management.

Apex Group – Role - Business Analyst (Position - Associate L3)   **03/2023 to 09/2023**
GIFT City

➢ Mapped business requirements and designed customized solutions, enhancing securities creation from **Bloomberg** (Equities, Forwards, Futures, Options, Bonds, OTC).
➢ Designing & implementing various ideas of process of trades booking in **Paxus** (Cost, Market Prices, Dividends, Brokerage) & system enhancement for Paxus Application improvement
➢ Organizing requirement Gathering (Elicitation) meetings using techniques like Interviews, Questionnaires, Interface Analysis, Document Analysis, Brainstorming Sessions and Focus Group Discussions.
➢ Conducting Gap Analysis, Impact Analysis on Business Process of Trade reconciliation, Cash reconciliation, Security price reconciliation for Paxus and Investran applications.
➢ Performed quality assurance (functional testing) and user acceptance testing (UAT) for Trade reconciliation, Cash reconciliation, Security price reconciliation facilitating on-time & acclaimed "go-live" of the application.

SS&C GlobeOp Role – Business Analyst (Position - Senior Associate)   09/2021 to 03/2023
                                                                                                          Mumbai

- ➢ Presented project insights and shared effective business changes due to technical upgrades during business review meetings with stakeholders.
- ➢ Enhanced and streamlined the client onboarding process in **GoCSM** and **Geneva** applications, utilizing MS Excel for data analysis and tracking.
- ➢ Collaborated with stakeholders to automate and improve processes related to trade booking, corporate actions, and security creation (Private Equity, FOF, FX, CDS) in GoCSM, employing JIRA for project management.
- ➢ Assisted in the development and rollout of a new corporate actions tracking system, enhancing data accuracy and accessibility with help of **Bloomberg** terminal.
- ➢ Worked closely with developers to enhance trade booking applications (**GoCSM and Geneva**) by incorporating feedback from traders and operations staff, and facilitated regular stakeholder meetings for requirement gathering and project updates.
- ➢ Conducted thorough reconciliations of trial balances & financial data identifying and resolving discrepancies in collaboration with the Conversion Team. Utilized SQL to query and validate data.

M.P.Vakil & Co (Accounts & Audit Manager)   01/2018 to 09/2021
                                                                                     Mumbai, India

- ➢ Assisted in developing Equity, Futures & Options booking software, and enhanced the capital gain reconciliation process for KDK Software Pvt. Ltd., improving trade booking efficiency and financial accuracy.
- ➢ Conducted end-to-end UAT for capital gain tax accounting and reconciliation processes, and managed timely filing of Income Tax, GST, VAT, and TDS returns, ensuring system reliability and regulatory adherence.
- ➢ Represented clients in filing, rectification, SCN responses, and adjournment letters, and calculated Advance Tax, Income Tax, and GST payments, optimizing tax strategies and compliance.
- ➢ Prepared Financial Statements, MIS reports, Cash Flows, and periodic account statements, providing comprehensive financial insights and analysis.

M.P.Vakil & Co (CA Article Assistant)   12/2014 to 12/2017
                                                                          Mumbai, India

- ➢ Assist in accounting auditing, and tax compliance for individuals and companies across various industries, while ensuring adherence to accounting principles and regulations.

Education & Certification

Certification/Education	Institution/Authority	Date
CA IPCC Group I	Institute of Chartered Accountants Of India	November 2017
Business Analyst Certification (ECBA)	International Institute of Business Analysis (IIBA)	May 2024
Certification on User Experience	Accenture	May 2024
JIRA Fundamental Badge	Atlassian	April 2024
Certification on Project Management Essentials	Management & Strategy Institute	April 2024
Bachelors of Commerce	University of Mumbai	May 2014