SAURABH SUMAN SHRESTH
A - 105, Trilok Kripa Darshan, Ashish Complex, Dahisar (East), Mumbai-400068, Maharashtra
Contact: +91 9987214348; Email: saurabhsshresth@gmail.com
LinkedIn: https://www.linkedin.com/in/saurabh-shresth-80946634/

EXECUTIVE PROFILE
BUSINESS ANALYSIS, PROJECT MANAGEMENT, TESTING

Target Sectors: *Banking / Investment Banking*

Snapshot: Accomplished professional contributing over **6 Years & 5 months** of diversified and valuable experience in Business Analysis, Project Management, Testing and Custody& Fund Services Operations. Possess expertise in Data Analysis, Agile, Project Reporting and creating Business requirement documents.

Proactive Business Analyst targeting Custody and Fund Services projects bringing the following Transferable Strengths:

Requirement Gathering	Agile Methodologies	Efficiency & Quality
Stakeholder Management	Test case Review & Documentation	Problem Solving
MIS Analysis & Reporting	Process Training	Planning & Coordination
Operational Risk Identification	Automation Ideas	

Currently spearheading responsibilities of a <u>Business Analyst</u> *with* <u>CITICORP SERVICES INDIA PRIVATE LTD</u>*, Mumbai*

SUMMARY
- Expertise in independent resolution of queries in a methodical manner with high level of efficiency and quality, while sharing knowledge and encouraging development of team members to accomplish specific team goals.
- Deft in refined planning and organizational skills leading to balanced work, team support, and ad-hoc responsibilities in a timely and professional method.
- Adept in generating and analyzing with proven skill-set in various reporting tools (MS Office (Excel, Power BI, Word, and PowerPoint).
- Characterized as an efficient, assertive, and honest individual, possessing focus on quality, capability to deliver under adverse situations, keenness towards knowledge enhancement, and superior communication skills.
- **Subject Matter Expert** on **Full Suite GENESIS Integration** process (Complex System Integration to match contracts indicative and balances).
- **Subject Matter Expert** in **Transfer Pricing** related to Cost of Funds most often used in the **banking industry.**
- **Quick learner** and **high energetic** having keen aptitude for learning and applying new knowledge resourcefully.
- **Excellent time management skills** with proven ability to work accurately and quickly prioritize, coordinate and consolidate tasks, simultaneously managing the diverse range of functions from multiple sources.

PROFESSIONAL EXPERIENCE

CITICORP SERVICES INDIA PRIVATE LTD — MUMBAI

Business Analyst, Project Analyst– *April 2014 – Present*

Application Description: Full Suite is a Citi strategic standard based ledger platform designed to provide both Operating and Reporting Ledger capabilities at Citi scale.

Key Duties and Responsibilities
Act as Business Analyst and Implementation SME for deployment of systemic solutions (Agile Model) across APAC and EMEA (Standard Global Delivery Framework), to standardize Process, data & data flow

in context of Regulatory (OCC) requirement. Below are some of the highlights of Business Analyst role performed in Citi:

- Part of Full Suite Implementation team working on EMEA countries, part of **Full Suite and GENESIS Integration team.**
  - Demonstrated strong analytical/problem solving skills and ability to follow procedures and resolve exceptions.
  - Coordinated with various Stakeholders and develop Stakeholder focused relationship.
  - Prepared walkthrough Presentation and Presented to all the senior stakeholder
  - As an Project Analyst he made sure to be Audit ready
  - Ability to close out tethering Issues
  - Proactive in planning & execution
  - Improvise testing timelines
  - Documentation & Requirement Designing
  - Process Improvement
  - Transition from existing to new change / process
  - Pre and Post Go-Live Activities

- Understanding Business requirements, creation, and maintenance of **mappings,** validations and **reconciliations**.
- Successful execution of **test scripts** for UAT and Parallel cycle in HP ALM.
- **Transfer Pricing Expert** related to **Cost of Funds** most often used in the **banking** industry.
- Conducting **Overview sessions** for Business users and familiarize them with Full Suite functionalities and **issue resolution**.
- Part of India Full Suite Implementation involving various stages of the project from active participation in Business Process **deep dives, Impact Analysis, Data Sourcing, Business Requirement Documentation and UAT**.
- Conducting **reconciliations, Data Quality** and **mapping** checks between legacy and Full Suite in co-ordination with technology to ensure correctness of data (balances / attributes).
- Co-ordination with technology team and Business for **Replication / automation** of certain functionalities in legacy systems and Full Suite to ensure smooth data handoff to Full suite.
- Creation of plug files to **eliminate existing balance breaks** between legacy and Full Suite in coordination with tech team.
- Close co-ordination with India SMEs and Platform team to gather detailed understanding on BASIS and FLEX L2G **mapping creation logic**. Carrying out monthly / adhoc full suite maintenance (mapping setups / upload).
- **Managed and Performed** various **Operational activity** for Full Suite Citi strategic standard based ledger platform for North America Region
- **Managed and Performed** various **Maintenance activity** for Full Suite Citi strategic standard based ledger platform for Asia Pacific Region

STRETCH ASSIGNMENTS:

- Worked closely with India finance team on clearing data quality mapping issues and successfully completed 80% of clean up activity.

Projects Handled
- ❑ EMEA Full Suite Implementation
- ❑ EMEA Full Suite – GENESIS Integration
- ❑ EMEA Transfer Pricing Implementation
- ❑ India Full Suite Implementation
- ❑ APAC Transfer Pricing Implementation

Process handled
- ❑ Full Suite Maintenance
- ❑ Full Suite Operations

ASTRAL MANAGEMENT CONSULTING PVT LTD, Mumbai

Associate Consultant - *February 2012- March 2014*

Application Description: Infor Sunsystems is a comprehensive world-class financial accounting software solution, well suited to companies with complex lines of business.

Key Duties and Responsibilities
- ♦ Developing and helping in generating Schedule VI of Companies Act, 1956 and MIS reports for our esteemed client
- ♦ Skilled communicator, able to build strong working relationships with co-workers and clients. Met with Department heads and analyzing group needs required for efficient reports. Work closely with senior management to establish budgets and assess projected needs of departments based on growth projections
- ♦ Expert in Ledger Accounting and Fixed Assets as per Income Tax Act and Companies Act.
- ♦ Assisted in developing Project Plan, Road Map, Gathering Requirements Planning and Management document.
- ♦ Coordinated project activities between clients and internal groups and information technology, including
- ♦ Project planning.
- ♦ Expert in Excel and Excel Vision (Q & A) XL & Executive Reporting.
- ♦ Fully conversant with the Accounting ERP Infor Sunsystems.

Clients Served (with all the above duties)
- Cholamandalam MS General Insurance
- CholaInsurance Services PvtLtd
- Howden Insurance Brokers India Pvt. Ltd.
- HDB Financial services
- ASK Investment Holdings Pvt Ltd
- VerchaskaInfotech Pvt. Ltd

Technical Skills
- Microsoft Office : Excel, Power BI, Word, PowerPoint
- Accounting Packages: InforSunsystems ERP

Certifications
- Certified Microsoft Power BI - A Complete Introduction on Udemy
- Certified Business Analysis :Developing Requirement on Udemy
- Certified in Write it Right by Dale Carnegie Training
- Certified: InforSunSystems ERP - Functional training Certified
- Attended training on Conflict Management
- Lean Awareness Training

Awards & Accolades
- Recognized at various instances on presenting Citi Senior Global Leadership (Head of Citi System Global Architecture) on impact on current process & explained critical & complex system functionalities in simple understandable language

- Gold award for being Instrumental in Integration of Full Suite Genesis systems in CITI in a complex time bound initiatives. (December 2019)
- Received Silver award for Transfer pricing module Implementation (September 2018)
- Praise (Gold) Award for exceptional performance (December 2015) for leading critical and complex time bound initiatives (December 2015)
- Praise (Gold) Award for creation of automation tool using VBA by self-learning saving 120 manhours a month (September 2014)

EDUCATIONAL CREDENTIALS

- **MBA (Finance) (Tilak Maharashtra University, Pune),2012** from Institute of Business Studies and Research, Navi Mumbai
- **B. Com (Accounting & Finance)**, **2008** from Chetna Hazarimal Somani College of Commerce and Economics, Mumbai
- **HSC (Maharashtra Board), 2005** from Chinai College of Commerce and Economics, Andheri, Mumbai
- **SSC (Maharashtra Board), 2003** from M.G.M. Academy's High School, Virar, Mumbai

SOFT SKILLS

LANGUAGES KNOWN

Language	Read	Write	Speak
English	✓	✓	✓
Hindi	✓	✓	✓
Marathi	✓	✓	✓
German	✓	✓	✓

PERSONAL DETAILS

Father's Name: Late S.D.Shresth
Date of Birth: 16th July 1988
Gender: Male
Marital Status: Married
References: On request

DECLARATION

I hereby declare that the above information is true to the best of my knowledge.

Place: Mumbai
Date: