

Name:- Anirudh Gottipamula

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Core competences:-

- Business Analysis Planning and Monitoring.
- Elicitation and Collaboration.
- Requirement Life cycle Management.
- Requirement Analysis and Design Definition.
- Strategy Analysis
- Solution Evaluation
- Stakeholder management
- Project management

Technical skills:-

- Documentation Tools: MS Suite.
- Prototyping & Wire frames Tools: Axure & Balsamiq
- Modeling Tools: MS Visio, Draw.io.
- Database: SQL
- Project Management tool:- JIRA
- Reporting Tools: Power BI, & Tableau.

Domain knowledge:-

Global Proxy Voting

Corporate Actions

Financial Services(ICS).

Regulatory Compliance (SEC).

Education:-

MBA (2021)

B.Tech(2017)

Certificates:-

Certified IT – Business Analyst IIBA [EEP]

Awards/achivements: -

Star Performer 2025

ACE awards 2022 to 2025

Soft skills: -

Ability to Multitask

Fast Learner

Teamwork

Language:-

English

Telugu

Career object:-

An ardent and well experienced, Solution driven **Process Analyst and Business Analyst** in **Broadridge financial Solutions** with more than **4 years** of Experience and strong expertise in leading projects by organization of repute in **IT Domain**.

Profile summary: -

- In depth knowledge of **SDLC** in various phases (i.e **Waterfall & agile**)
- Proficient in Waterfall Model: Gathered requirements using Elicitation Techniques and prepared **BRD, FRD, SRS** prepared **RACI Matrix, BCD**, created **UML Diagrams** and Prototypes and requirements tracking through RTM well versed with UAT handling **Change Request**.
- Expert in **Agile Scrum**: Creation of **user stories** and Added **Acceptance Criteria, BV & CP, Sprint & Product Backlogs** conducted various **Sprint Meetings; Sprint & Product Burndown charts** ensured **DOR** and **DOD** checklist.
- Communicating with **clients** (Institutional investors fund managers and individual investors) to providing required reports and resolving their queries through **emails and phone calls**. Creating accounts and updating daily holding details of **institutional investors** on our system

Work exp.

Broadridge Financial Solutions | Hyderabad, Telangana

Process Analyst – ICS Global Proxy Services |02nd March 2023– Present| **Agile**|

Project 1:- GACA (Global Agenda Coding Application)

Project description:- The GACA is used to code meeting agendas, board recommendations, and management proposals.

Earlier, these were manually entered by analysts, which was time-consuming, and required multiple levels of approval. Now we improve efficiency and accuracy, a new feature called **Auto Code Agenda** was introduced as **Seal 15**.

Role:-Business Analyst

Responsibilities

- Interacted with the stakeholders and gathered requirements by using various elicitation techniques
- Created **user stories** with appropriate **acceptance criteria** with the assistance of the Product Owner. Added user stories into product backlog using the **JIRA tool**
- Prioritized and validated the requirements using **Moscow** and **FURPS** technique, added user stories to sprint backlog based on prioritization order
- Participated in product planning and **UAT** to successfully deliver each sprint component
- Deliver a reliable, automated, and efficient agenda coding system that improves accuracy, saves time, and enhances **client satisfaction**.
- At least **80%** of agendas auto-coded successfully using **MX/MT564/MT568** messages.
- **95%+ accuracy** in auto-coded agendas compared to manual coding.

Work exp.

Process Analyst – ICS Global Proxy Services |27th Sep 2021– 15th Feb 2023| **waterfall**|

Project 2:- MOCHA-Mainframe Screen 400, Screen 10

Project description:- Currently, proxy voting event details (Meeting Date, Record Date, Event Type, Location) require frequent **client-driven updates**. The tool (MOCHA, Mainframe Screen 400, Screen 10) are used for this, but manual handling leads to delays, inefficiencies, and higher chances of errors.

Role:-Business analyst

Responsibilities:-

- Conducted Enterprise Analysis and under the assistance of a senior BA in creating a **Business Case Document**, conducted **Stakeholder Analysis**, and prepared **RACI Matrix**
- Waterfall Gathered requirements from business heads using Elicitation Techniques and created a Business Requirements Document (**BRD**).
- Translated BRD into Functional Requirements Document (**FRD**), Collaborated with the technical team, and prepared **SRS Document**