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| PHOTO | **\*Surname Name Patronymic\***  Born: \*Month, Day, Year\* (\*Age\*)  Martial status: married  Contacts:  \*phone number\*  \*e-mail address\*  City of residence: Moscow, Russia  Citizenship: Russia  Open to relocation, ready for business trips |

**Goal:**

Procurement for position of analyst

Expected revenue level:XXX rubles

**Experience:**

**LUXOFT** -[www.luxoft.com](http://www.luxoft.com/) (December 2011 - Present)

Lead analyst

* Analysis, description and re-engineering of business processes (building of AS IS and TO BE models);
* Elicitation, formalization and coordination of requirements to the systems under design (use cases/user stories, functional and non-functional requirements, business rules);
* Arrangement and confirmation of project scope. Management of customer's expectations;
* Formulation of documents (Technical and commercial proposal, Project charter, Vision, TDA/BRD/SRS);
* Assignment of tasks to developers. Counseling of developers and QA-specialists. Monitoring of results of development and testing;
* User interface design, Usability/UX engineering;
* Management the team of analysts (work planning, task distribution, coordination of the team's activities, result monitoring, coaching, interview with analyst job candidates);
* Development of concepts for new systems;
* Participation in presale activities: analysis of technical and business risks, formulation of Technical and commercial proposals, specification and fixation of project scope, decomposition of works (WBS development), effort estimation

During the period in this position, projects for such companies as Sberbank and Sberbank CIB (ex. Troika-Dialog) as well as a set of inner activities were successfully realized:

* Automatic credit risk estimation system: modules for calculation of dynamic and individual credit limits;
* Automatic credit requests routing system;
* Financial analytics portal (stock markets);
* Activity automation system for Compliance department (the first stage is successfully completed by now);
* Performed a set of successful presales, which allowed to expand the department's project portfolio;
* Staff size of research department was doubled, quality of work was increased by means of improvement of operating processes with requirements, and unification of the prepaped documentation.

**BELL INTEGRATOR** - [www.bellintegrator.com](http://www.bellintegrator.com/) (March 2010 - April 2011)

Senior analyst

* Analysis and description of business processes of corporate customers;
* Elicitation, analysis, arrangement and documentation of requirements;
* Assignment of tasks to developers, counseling about arising questions;
* Coordination of activities of developers, QA-specialists and implementors;
* Monitoring of conformity of realized modifications with the originally specified requirements;
* Demonstration of systems to customers;
* Participation in testing and user training;
* Implementation and customization of requirement management system (Borland Caliber RM);
* Participation in presales.

For the time of work, the candidate has successfully realized projects for such companies as Vimpelkom, MTS and Freshtel as well as a set of inner projects:

* System for processing of state authority requests (based on Lotus Domino / Notes) has been developed "from the ground up" and successfully implemented;
* IT-infrastructure monitoring systems (for Vimpelkom and MTS) have been customized;
* Billing system for Freshtel company has been improved;
* Corporate requirements management system (based on Borland Caliber RM) has been successfully ~~adapted~~ customized and implemented.

**ABBYY** - [www.abbyy.com](http://www.abbyy.com/) (April 2007 - March 2010)

Analyst; more recently - project manager

* Elicitation, analysis and formalization of product requirements, developing of SRS;
* Development of product visions;
* Analysis of competing products and overall trends in the field of stream input and recognition of information;
* Participation in presentation of products on various exhibitions and conferences;
* Project management in the area of corporate stream input and information recognition systems, and integration of such with existing IT-systems;
* Conducting presentations and negotiations, building up with customers and partners, participation in presale activities;
* Work with contracts.

During the period in this position, projects a number of the biggest Russian companies as well as a set of inner activities were successfully realized:

* Requirements to the corporate system of stream input and recognition of information (FlexiCapture 8.0 Enterprise Edition) have been developed “from the ground up”;
* Dozens of projects in the area of implementation, customization and integration of various ABBYY products have been successfully realized;
* Successful undling of "Recognition server" software with "BOSS-referent" product of partner company I.T.

**I.T.** - [www.it.ru](http://www.it.ru/en/)(August 2005 — April 2007)

Analyst

* Description and analysis of business processes of customers;
* Elicitation, analysis and description of requirements;
* Assignment of tasks to programmers, counseling of developers and QA-specialists;
* Development of analytical documentation;
* Monitoring of conformity of realized modifications with the originally specified requirements;
* Participation in QA activities and end-user training;
* Participation in presale activities as a technical expert.

During the period in this position, a set of large-scale projects in the area of deep customization and implementation of electronic document management systems (EDMS) in large governmental organizations was successfully realized:

* Federal Service for Public Registration, Cadastre and Mapping (Rosnedvizhimost);
* Ministry of Natural Resources and Ecology of the Russian Federation;
* Federal Forestry Agency of the Russian Federation;
* Federal Tax Service of the Russian Federation.

**Skills:**

* More than 9 years of practical experience in system and business analysis. Experience in development of all types of requirements (use-cases/user stories, functional and non-functional requirements, business rules), Broad experience in description and reengineering of business processes;
* Vast experience in formulation of technical and project documentation (TDA/SRS/BRD, product concepts, technical and commercial proposals, project charters, etc.);
* Has experience in improvement of research department’s work, and management over a team of analysts;
* Work experience in geographically-distributed teams;
* Vast experience of participation in integration projects;
* Proven experience in project management, experience in sales;
* Proficiency in finding approach to a "difficult" customer, building up business relations and processes;
* Understanding of software development lifecycle. Work experience with Waterfall, RUP, Agile (Scrum) methodologies;
* Understanding of operating principles of ESB and BPM systems. Basic knowledge of Pega PRPC;
* Vast experience in user interface (GUI) design along with Usability / UX engineering;
* Understanding of Service-Oriented Architecture (SOA);
* Basic knowledge of CMMI and ITIL;
* Knowledge of object / business domains: Credit risks, Compliance, Investment banking (basic level), Document flow. Mastery of subject: Stream input and processing of data.
* Broad outlook and strong IT skills.

Along with:

* Knowledge and experience in using UML, eEPC (Aris), BPMN, IDEFx notations;
* Experience in using Enterprise Architect, Aris Express, Rational Rose, Process Modeler (BPwin), ERwin Data Modeler, MS Visio CASE-tools;
* Understanding of operation of Relational Database Management Systems (RDBMS), basic knowledge of SQL;
* Basic knowledge of XML, HTML, CSS, some experience in website development;
* Some experience in software development, basic programming skills (Delphi, C++, Java, PHP, Python);
* Experience of work with Lotus Domino / Notes (including development with the use of LotusScript and formula language);
* Experience of work with Jira, Confluence, Subversion (SVN),
* Knowledge of MS Office products (Word, Excel, Visio, PowerPoint, Project),
* Knowledge of ABBYY products (Formreader, FlexiCapture, Recognition Server).

**Education:**

**Bauman Moscow State Technical University**

Faculty - Informatics and management systems (IU), major subject - Automated information processing and management systems (IU-5).

**Membership in professional organizations:**

Member of the International Institute of Business Analysis (IIBA).

**Language proficiency:**

* Russian — native language;
* English — Upper Intermediate.

**Courses and workshops (the most recent):**

* 2013 - Methodology of construction of integrated system models with Sparx Enterprise Architect;
* 2013 - Business Analysis. Planning and Monitoring;
* 2013 - Introduction to Investment Banking;
* 2012 - Working with business rules
* 2012 - Ergonomic interface design (Usability / UX).

**Personal qualities:**

* Responsible;
* Result-oriented;
* Communicable;
* Analytic thinking;
* Commitment to self-improvement