Adam Zlatohlávek



Business / IT Analyst

Lecturer & mentor

adamzlatohlavek.com LinkedIn / Adam Zlatohlávek

I connect business needs with the design of systems and processes. I help teams understand the brief, define requirements and turn them into solutions that work in practice.

PROFESSIONAL EXPERIENCE

Skupina ČEPS

Current role

Business / IT Analyst

Energy

I connect business needs with the design of information and data solutions in the energy sector. I analyse requirements, model processes and prepare specifications for systems development and integration.

- Gathering and refining requirements with business and technical specialists.
- Translating briefs into functional specifications, process models and analysis documentation.
- Analysing data flows and system interfaces, focusing on dependencies and data quality.
- Contributing to the analysis of data solutions and the data warehouse.
- Modelling processes and system relationships using UML and BPMN in Enterprise Architect.
- Working with developers and testers to refine and validate solutions.

Czechitas

01/2023 – present

Lecturer & IT Trainer

Freelance · alongside my main role

- Teaching the fundamentals of software testing, IT analysis, agile methods and software development.
- Preparing practical workshops, exercises, learning materials and case studies.
- Mentoring students working towards testing and junior analyst roles.
- Contributing to educational activities for people transitioning into IT.

INVESTIKA

09/2023 – 01/2026

Business Analyst

Freelance · investment management

- Contributing to the launch of an individual asset management (IAM) product for private and high-net-worth clients.
- Designing and optimising processes from onboarding and portfolio management to reporting and ongoing client care.
- Working with management and the legal team on regulatory and business requirements.
- Translating business briefs into process and system designs in Enterprise Architect.
- Stakeholder coordination, documentation and impact analysis.
- Tools: Enterprise Architect, Jira, Confluence, Miro.

PROFESSIONAL EXPERIENCE — CONTINUED

Zásilkovna
05/2021 – 08/2023

Business / IT Analyst

Freelance · Prague · logistics

- Analysing business and technical requirements for core systems and CRM development.
- Modelling processes and system changes.
- Analysing financial flows, including cash on delivery, and preparing analysis documentation.
- Designing process models for a car delivery project.
- Working with REST APIs and Swagger documentation.
- Tools and standards: UML, BPMN, SQL, Jira, Confluence, Visual Paradigm.

StringData
04/2019 – 05/2021

Business / IT Analyst

Freelance · Prague · client: MONETA Money Bank

- Analysing requirements for the development of a mortgage loan management system.
- Creating and maintaining project and analysis documentation with business and IT teams.
- Contributing to automated testing of new features.
- Working with SOAP and REST APIs in banking.
- Tools: Selenium, Jira, Confluence, Enterprise Architect. Agile delivery.

Capgemini
07/2017 – 04/2019

Business Analyst

Employee · Prague · client: Sberbank

- Analysing core banking systems with a focus on the data warehouse (DWH).
- Analysing data structures supporting banking operations.
- Investigating defects and providing product support with development and QA.
- Analysing requirements and data flows using SQL, XML, SOA and web services.
- Projects delivered using the Waterfall methodology.

Komerční banka
07/2013 – 06/2017

Lending Specialist

Employee · Prague

- Managing a portfolio of approximately 600 business clients.
- Providing lending and investment solutions based on client needs.
- Financial advice, risk assessment and product suitability assessment.
- Working with internal specialists and complying with banking rules.

SKILLS

Analysis & modelling: Requirements gathering & analysis, Analytical skills, UML, BPMN, Process improvement, Enterprise Architect

Data & reporting: SQL, Microsoft Power BI, Hive, Hadoop

Integrations: REST, SOAP, SOA, XML, Swagger

Testing: Selenium, Test automation

Tools: Jira, Confluence, Miro, Visual Paradigm, Microsoft Office, Markdown

Enterprise systems: CRM, SAP, ERP, ERP implementation

Domain experience: Banking, Finance, Logistics, Energy

Methods & collaboration: Agile, Waterfall, Management