

RALLABANDI PRADEEP CHARY

CONTACT

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CORE COMPETENCIES

- Business analysis and planning
- Elicitation and collaboration
- Requirements management
- Analysis and design definition
- Strategy development
- Solution evaluation
- Stakeholder engagement
- Project management
- Analytical thinking
- Problem solving
- Adaptability
- Empathy and active listening
- Time management

TECHNICAL SKILLS

- Documentation tools: MS Office Suite
- Prototyping tools: Axure and Balsamiq
- Modeling tools: MS Visio and Draw.io
- Database management: SQL
- Project management tool: JIRA
- Reporting tools: Power BI and Tableau

EDUCATION

B.Com computers

CERTIFICATIONS

Certified IT-Business Analyst, COPED (IIBA - EEP)

Career Object:

Insightful and detail-oriented Business Analyst with 2+ years of experience translating complex business needs into scalable solutions. Seeking to leverage analytical and problem-solving skills to drive value and efficiency in a dynamic, data-driven organization.

Profile Summary :

- In-depth understanding of the (SDLC) with hands-on exposure to both Waterfall and Agile methodologies.
- Familiar with requirement gathering, BRD/FRD creation, and stakeholder approvals in structured Waterfall projects.
- Experienced in Agile practices such as writing user stories, participating in daily stand-ups, sprint planning, and using JIRA
- Background in client-facing roles Field Executive, Claims Associate with strong skills in problem-solving, process documentation, and cross-team coordination.

EXPERIENCE

September 2023 - January 2025

Claims Representative *OPTUM GLOBAL SOLUTIONS*

Project: Medica insurance {Agile}.

Project Description: Process improvement for health insurance claims processing systems aimed at reducing turnaround time, minimising claim denials, and improving data accuracy across multiple touchpoints.

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 to the product backlog using the JIRA tool.
- Prioritised and validated the requirements using the MoSCoW and FURPS techniques, and added user stories to the sprint backlog based on the prioritisation order.
- Collaborated with the Product Owner, Scrum Master, and stakeholders for BV and CP. and assisted the Product Owner in the creation of the DOR and DOD checklists.
- Participated in sprint ceremonies to remove roadblocks in the project.
- Generated sprint, product burn down/burn up charts to track the project's progress.
- Participated in product planning and UAT to successfully deliver each sprint component.
- Acted as a liaison between business stakeholders and development teams, and worked closely with the QA team during each sprint to ensure test cases aligned with acceptance criteria.

May 2021 - June 2022

Field Executive *Yashika Facility & Manpower Solutions Pvt Ltd*

Project: Manpower Force {Waterfall}.

Project Description: Enhancing core modules of an existing online manpower system for field staff tracking, customer requests, and scheduling/delivery matching.

Role: Business Analyst.

Responsibilities:

- Conducted enterprise analysis, and with the assistance of a senior BA, created a business case document, conducted stakeholder analysis, and prepared a RACI matrix.
- Gathered requirements from business heads using elicitation techniques and created a Business Requirements Document (BRD).
- Translated the BRD into a Functional Requirements Document (FRD), collaborated with the technical team, and prepared the SRS Document.
- Created UML diagrams and wireframes to visually represent requirements using MS Visio, Balsamiq, and Axure.
- Created and maintained the RTM throughout the project.
- Assisted the Testing Team by preparing Test Case Scenarios and ensured that the UAT was successful.
- Worked with HR and recruitment teams to gather detailed requirements for modules such as job posting, candidate sourcing, and onboarding.
- Created process flow diagrams and wireframes to visualise how the company should operate on the platform.