

SHITAL KADAM

BUSINESS ANALYST

CONTACT

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EDUCATION

MSc. Biotechnology
NACS College, Ahmednagar, Pune
University
2019

CORE COMPETENCES:

- ✓ Business Analysis planning and monitoring
- ✓ Requirement life-cycle management in Business analysis
- ✓ Elicitation and Collaboration.
- ✓ Business Process & System Design.
- ✓ Strategy analysis
- ✓ Solution evaluation

OBJECTIVE

Overall experience of 4.4 years and 2.5 years of relevant experience to business analysis within healthcare and life sciences. Skilled in requirements gathering, BRDs/SRS, process flows, and stakeholder collaboration. Expertise in market research, data sourcing, validation, KOL mapping, and clinical trial data management. Proficient in advanced Excel, Data analysis, and data quality checks, with a strong ability to translate business needs into actionable solutions. Goal is to innovative self would make a valuable contribution towards the mission statement of your organization.

PROFILE SUMMARY

- Strong knowledge of SDLC (Waterfall & Agile) with hands-on expertise in requirement elicitation, gap analysis, and documentation (BRD, SRS, FRD, RTM).
- Skilled in UML modeling (Use Cases, Activity Diagrams), process flow creation, and prototype designing using Axure and Balsamiq.
- Experienced in JIRA for project tracking, backlog management, and sprint planning, with hands-on experience in creating user stories, defining acceptance criteria, and incorporating BV & CP.
- Hands-on with KOL profiling, market research, app testing (Browser Stack), and advanced Excel (pivot tables, data analysis) to support business insights.
- Expertise in data sourcing, validation, and biomedical dataset curation from clinical trials and publications.

PROFESSIONAL EXPERIENCE

Company: Hach OTT India Pvt. Ltd.

Jul/2024 – March/2025

Designation: Market Researcher

Role: Business Analyst

Project: Videojet CRM Salesforce

Key Result Areas:

- Gathered and analyzed business requirements by interacting with stakeholders using various elicitation techniques, and documented them through user stories, BRD, and acceptance criteria.
- Managed product backlogs in JIRA, prioritized requirements using MoSCoW and FURPS, and collaborated with the Product Owner and Scrum Master on BV, CP, DOR, and DOD checklists.

TECHNICAL SUMMARY-

Documentation Tools: MS Word, MS PowerPoint, MS Excel
Modeling Tools: MS Visio, Draw.io.
Prototyping & Wireframes Tools: Axure & Balsamiq
Database: SQL, MongoDB
Reporting Tools: Power BI & Tableau.
Project Management tool: JIRA

CERTIFICATES:

BUSINESS ANALYST
TRANING - IIBA (COEPD)

LANGUAGES KNOWN:

English
Marathi
Hindi

- Participated in sprint ceremonies, contributed to product planning, removed project roadblocks, and supported UAT to ensure successful sprint delivery.
- Generated and analyzed Sprint and Product Burndown/Burnup charts to monitor project progress and report performance metrics.
- Conducted market and secondary research for competitive insights, contact discovery, and lead generation using Salesforce (SFDC), ZoomInfo, Apollo, and LinkedIn Sales Navigator.
- Performed data collection, validation, and analysis using advanced Excel; verified lead data through NeverBounce, maintained Salesforce CRM, and executed industry/functional role tagging to support sales pipelines and campaign effectiveness.

Company: Innoplexus Consulting Services Pvt Ltd. June/ 2020 – Feb/ 2024
Designation: Junior Knowledge Associate (ILS-3)
Role: Business Analyst
Project: Curia

Key Result Areas:

- Collaborated with stakeholders to gather, analyze, and document requirements through elicitation techniques (interviews, workshops, questionnaires).
- Initially followed Waterfall methodology to prepare BRD, FRD, SRS, and maintain the Requirement Traceability Matrix (RTM) ensuring end-to-end traceability.
- Designed UML diagrams (Use Case, Activity, Sequence) and process flowcharts to model system requirements and workflows.
- Conducted review and approval sessions during the Waterfall phase to validate requirements and prevent scope creep.
- Transitioned to Agile Scrum methodology, creating and prioritizing user stories with acceptance criteria, managing product/sprint backlogs in JIRA, and participating in sprint ceremonies.
- Partnered with the Product Owner and Scrum Master for backlog refinement, BV & CP, and contributed to DOR and DOD checklists.
- Coordinated with development and QA teams to ensure proper requirement implementation and participated in UAT by preparing test scenarios and validating test cases.
- Managed change requests effectively in both Waterfall and Agile phases, ensuring documentation and stakeholder alignment.
- Worked on clinical trial data sourcing, extraction, validation, and curation across multiple therapeutic areas to support project deliverables.
- Conducted KOL mapping (affiliations, congresses, publications, societies) and literature research to generate client-focused insights.
- Ensured compliance with healthcare regulations and maintained documentation for audit and quality purposes.

Other Projects:

- CTP training model
- Drug-Target Identification
- Neuria