

SHITAL KADAM

BUSINESS ANALYST

CONTACT

9527756160 

shitalkadam914@gmail.com 

Pune, India 

[linkedin.com/in/shital-kadam-b8963a150](https://www.linkedin.com/in/shital-kadam-b8963a150) 

EDUCATION

MSc. Biotechnology
NACS College, Ahmednagar, Pune
University
2019

BSc Biotechnology
Lokmangal Biotechnology
College, Solapur University
2017

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).
- 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, patents, 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
TRAINING - 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 business requirements using structured elicitation techniques (interviews, workshops, questionnaires).
- Prepared Business Requirement Document (BRD), Functional Requirement Document (FRD), Software Requirement Specification (SRS), and maintained the Requirement Traceability Matrix (RTM).
- Designed UML diagrams (Use Case, Activity, Sequence) and process flowcharts to capture and communicate system requirements.
- Coordinated with development and QA teams to ensure requirements were correctly interpreted and implemented.
- Facilitated review and approval sessions with stakeholders at each phase to ensure alignment and avoid scope creep.
- Supported User Acceptance Testing (UAT) by preparing test scenarios, validating test cases, and assisting stakeholders in sign-off.
- Managed change requests during the requirement and design phases, ensuring all updates were documented and approved.
- 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