Neha Ninave

Business Analyst

· +91 88888 60989
· nehaninave20@gmail.com
· Pune

SUMMARY

A motivated and detail-oriented graduate seeking an entry-level Business Analyst position. Eager to leverage analytical skills, problem-solving abilities, and knowledge of business processes to contribute to organizational success. Passionate about improving business operations through data-driven decision-making and efficient process management.

EDUCATION

Masters in Industrial Microbiology
MIT WPU (2024)
71.25%

B.Sc. in Biotechnology
D Y Patil International University (2021)
60%

PROFESSIONAL EXPERIENCE AND PROJECTS

Core Competencies

Business Analysis
- Requirements gathering, process mapping, stakeholder analysis, and gap analysis

Documentation & Reporting
- Expertise in creating Business Requirements Documents (BRDs), functional specifications, use cases, and process flow diagrams

Elicitation & Collaboration
- Skilled in gathering requirements through stakeholder engagement and workshops to align project outcomes with business needs
- Can work with cross-functional teams to meet business objectives

Strategy Analysis
- Capable of evaluating business strategies and identifying opportunities for improvement to meet organizational goals

Projects

Cancer Biomarkers Research Project (Waterfall Methodology)

- Led comprehensive analysis of cancer biomarkers for early detection applications
- Conducted requirements gathering through interviews with clinical researchers
- Documented detailed functional specifications for biomarker identification protocols
- Created process flow diagrams visualizing sample collection, preparation, and analysis workflows
- Implemented documentation practices to support regulatory compliance
- Transitioned research findings to clinical validation phase through systematic knowledge transfer

Bioinformatics Research Project (Agile Methodology)

- Collaborated with cross-functional team using Scrum framework
- Developed user stories and acceptance criteria for research data management solution
- Participated in sprint planning, daily stand-ups, and retrospectives
- Conducted user acceptance testing to validate functionality
- Documented research findings and technical specifications
- Adapted project scope based on evolving research priorities

RELEVANT EXPERIENCE

Market Research Intern | Fortune Business Insights, Pune | 2024

- Conducted company profiling and market estimation using MS applications like power point and word
- Gathered and analysed healthcare industry data to support business decision-making and prepared articles
- Prepared healthcare reports on market trends and did competitor analysis
- Conducted primary research and SWOT analysis

Gut Microbiome Research Intern | 2024

- Designed and conducted surveys to gather data on various diseases related to gut microbiome
- Analyzed research data using specialized software tools
- Collaborated with multidisciplinary teams to interpret findings

TRAININGS AND CERTIFICATIONS

Dissertation in Biomarkers used for biosensing | 2023

- Utilized MEGA software for sequence analysis and MS applications for data modeling and visualization
- Evaluated clinical applications and developed implementation frameworks for diagnostic settings
- Collaborated with interdisciplinary team to validate findings and document technical specifications

Recombinant DNA Technology | Merck Innovation Lab, Bangalore | 2023

- Hands-on training focused on laboratory processes
- Developed skills in documenting experimental procedures, analyzing results, and troubleshooting technical challenges
- Applied bioinformatics tools for real-world research applications

Professional Certification in Business Analysis I Center of Excellence for Professional Development (COEPD) I 2025

- Completed training program covering requirements elicitation, documentation, and management
- Mastered core BA tools including process mapping, use case development, and stakeholder analysis
- Practiced real-world business analysis techniques through case studies and simulations
- Gained proficiency in Agile and Waterfall methodologies with hands-on application
- Developed skills in business requirements documentation (BRD) and functional specifications

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TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience with Visio and Axure RP Pro 7.0 for creating UML diagrams
- Familiarity with project management tool such as JIRA
- Data interpretation
- Familiar with Agile & Waterfall methodologies

SOFT SKILLS

- Strong communication and presentation abilities
- Critical thinking and problem-solving aptitude
- Adaptability and eagerness to learn
- Teamwork and collaboration
- Time management and organization
- Leadership