RUTUJA MADNOORKAR

Business Analyst

PERSONAL INFORMATION:

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Location:-Baner, pune 411045

CORE COMPETENCES:

- Business Analysis Planning and Monitoring.
- Elicitation and Collaboration.
- Requirement Life cycle Management.
- Requirement Analysis and Design Definition.
- Strategy Analysis
- Solution Evaluation
- Stakeholder management
- Project management

TECHNICAL SKILLS:

- Documentation Tools: MS Suite.
- Prototyping & Wire frames Tools: Axure & Balsamiq
- Modeling Tools: MS Visio, Draw.io.
- Database: SQL
- Project Management tool:- JIRA
- Reporting Tools: Power BI, & Tableau.

EDUCATION:

MSC-2021

SNDT Women's University Pune

BSC-2019

Deogiri college Aurangabad

CERTIFICATIONS:

- Certified IT – Business Analyst IIBA [EEP]
- Advanced Program in Clinical Research & Management Clini-India

AWARD & ACHIVEMENTS:

- Organized a campaign to educate vulnerable community about importance of nutrients in their daily diet.
- Organized health campaign event on awareness about PCOS in females. (Webinar)

SOFT SKILLS:

- Time management
- Communication
- Adaptability
- Teamwork
- Problem-solving

LANGUAGES:

English, Hindi, Marathi

CAREER OBJECTIVE:

To leverage my analytical skills, problem-solving abilities, and understanding of business processes to deliver insightful solutions that drive organizational growth, while continuously learning and contributing to the success of dynamic projects."

PROFILE SUMMARY:

- In-depth knowledge of SDLC in various phases (i.e. waterfall & agile)
- Proficient in **Waterfall Model:** Gathered requirements using **Elicitation Techniques** and prepared **BRD, FRD, SRS** prepared **RACI Matrix**, BCD, created **UML Diagrams** and **Prototypes** and requirements tracking through **RTM** well versed with **UAT** handling **Change Request**.
- Expert in **Agile Scrum**: Creation of user stories and Added **Acceptance Criteria, BV & CP, Sprint** & Product Backlogs conducted various **Sprint Meetings; Sprint & Product Burndown charts** ensured **DOR and DOD** checklist.
- Responsible in addressing Requirement analysis and Design the requirements and evaluating the solution. Worked on various projects of Agile & Waterfall model. In depth knowledge of various phases of **SDLC** (Agile-Scrum and Waterfall).
- An ardent and well experienced, clinical research coordinator with experience of phase II to IV clinical Trials.

PROJECTS:

Project 1:

Project name: Online learning management system |Agile|

Project description: This project focused on developing an Online Learning Management System to provide an interactive and efficient platform for students, educators, and administrators. The system included features like course management, content delivery, student progress tracking, and assessment tools. role was an BA.

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** into **product backlog** using the **JIRA** tool.
- Prioritized and validated the requirements using **Moscow** and **FURPS** technique, added **user stories** to **sprint backlog** based on prioritization order.
- Collaborated with Product Owner and Scrum Master for **BV** and **CP**. and assisted the Product Owner for the creation of **DOR** and **DOD** checklist.
- Participated in **sprint ceremonies** to remove **road blocks** in the project.
- Generated **Sprint, Product Burn down/Burn up charts** to track the project progress.
- Participated in product planning and **UAT** to successfully deliver each sprint component.

Project 2:

Project name: Hospital Management System |Waterfall|

Project description: This project involved the development of a comprehensive Hospital Management System using the Waterfall methodology, The system was designed to streamline hospital operations, improve patient care, and enhance administrative efficiency. Key modules included patient registration, appointment scheduling, medical records, billing, inventory management, and reporting. role was an BA.

Responsibilities:

- Conducted **Enterprise Analysis** and under the assistance of a senior BA in creating a Business Case Document, conducted **Stakeholder Analysis**, and prepared **RACI Matrix**.
- Gathered requirements from business heads using **Elicitation Techniques** and created a Business **Requirements Document (BRD)**.
- Translated **BRD** into **Functional Requirements Document (FRD)**, Collaborated with the technical team, and prepared **SRS Document**.
- Created **UML diagrams** and **wireframes** to visually represent requirements using **MS Visio**, **Balsamiq**, and **Axure**.
- Created and maintained **RTM** throughout the project.
- Assisted in Testing Team by preparing **Test Case Scenarios** and ensured the **UAT** was successful.

WORK EXPERIENCE:

Company name: Aurangabad Healthcare & Research LLP

Duration: Oct 2021 To Oct 2022

Designation: Clinical Research Co-Ordinator

Role description:

- Screen, enroll, and follow the study subjects, & Handles documentation.
- Track and report AE and SAE at the site.
- Manage collection, handling, and storage of samples and IP.
- Complete paper and ECRF, Update EC notifications for the site and EC