

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

SOFT SKILLS

- 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}

DOMAIN KNOWLEDGE:

Insurance and E-Commerce

LANGUAGE:

English, Hindi, Telugu.

CERTIFICATION:

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 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.
- Background in client-facing roles Field Executive, Claims Associate with strong skills in **problem-solving**, process documentation, and **cross-team coordination**.

EXPERIENCE:

Company Name- Optum Global Solutions {Duration} : 09/2023– 01/2025

Designation : Claims Representative

Project 1 : Medica insurance {Agile}

Project Description: Process improvement for health insurance claims processing system turnaround time, minimizing claim denials, and improving data accuracy.

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** 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 in 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.
- 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

Company Name : Yashika Facility & Manpower Ltd {Duration}:05/2021 – 06/2022

Designation : Field Executive

Project : Manpower force {waterfall}

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

Role: Business Analyst

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 **(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** also Created and maintained **RTM** throughout the project
- Assisted in Testing Team by preparing **Test Case Scenarios** and ensured the **UAT** was Successful.