MADHUMITA SAHOO

Business Analyst

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CORE COMPETENCIES

- 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

- Masters in Healthcare Management, Administrative Staff College of India, (2020-2022)

ACHIEVEMENTS

- Badged as "Floor Enthusiast' for actively participating in collaborative CSR activities (2024).
- Received recognition for achieving 100% productivity at Allstate. (2023)
- Led CSR initiatives, educated school students on Cybersecurity (202

DOMAIN

- US Healthcare
- Insurance

LANGUAGE

- English
- Hindi
- Odia

CAREER OBJECTIVE

Detail-oriented and analytical Business Analyst with 3+ years of experience in bridging the gap between business needs and technology solutions. Demonstrated expertise in healthcare data analysis, US Healthcare RCM, process optimization, and delivering insights that drive strategic decisions. Adept at stakeholder management, requirements elicitation, and translating complex data into clear, value-driven business solutions.

PROFILE SUMMARY

- In-depth knowledge of SDLC in various phases (waterfall and 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.

WORK EXPERIENCE

Allstate India Private Limited   **Mar 2022 – Jan 2025**

Designation : Associate Analyst

1.Project Title : Enhancement in Work Flow Traceability Tool to trace the timelines and status of the work. (Agile methodology)

Tools : Jira, Power BI , MS-Excel

Description : Designed workflow traceability tools, improving healthcare process tracking and reporting. Analyzed the trends of the current process and collaborated on a process simplification project ,suggested on creating a new template to increase the pace and shorten the TAT.

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 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.

2. Project Title : Integration of DCF (Digital Claim File) with Next Gen (Waterfall methodology)

Tools : Power BI, SQL, Balsamiq, MS-Excel , MS-Visio

Description : Assisted in integrating digital claim files (DCF) with NextGen healthcare systems.

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 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.
- Ensured compliance with healthcare data security regulations (like HIPAA).

AIG HOSPITAL

Designation : Senior Associate   **Jan 2022- May 2022**

Responsibilities :

- Delivered actionable insights on patient flow, operational efficiency , and performance metrics through data analysis and reporting.
- Consolidated and transformed data from multiple sources - including Excel, Sharepoint and SQL databases into unified , structured datasheets. , Designed and implemented data models in Power BI to enhance accuracy, consistency and effectiveness.
- Designed Power BI dashboards for operational trend analysis and KPI tracking.

CERTIFICATIONS AND COURSES

- Professional Training in Business Analytics- IIBA, COEPD, 2025
- Advancing in Scrum Fundamentals Certified, 2025
- Microsoft Power BI, 2025
- Role of Generative Artificial Intelligence in Healthcare , Udemy 2024
- Advanced MS Excel , Udemy 2021
- Introduction to US Healthcare System , Alison 2021.