Rutuja Madnoorkar

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Date of birth: 18/07/1998
Nationality: India
Marital status: Married
Gender: Female

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

- Platforms: Linux and Windows
- Database: MySQL
- Modeling Tools: MS Visio 2007
- Documentation Tools: MS Office, MS Word, MS powerpoint
- Prototyping Tools: Axure 6.5 and 7.0 and Balsamiq
- Other Tools: Power BI, Tableau.
- Reporting Tool: JIRA

EDUCATION

2021
SNDT Women's University
Pune, MH

Master of Science: Nutrition & Health communication

2019
Deogiri college
Aurangabad, MH

Bachelor of Science: Biotechnology

CERTIFICATIONS

- Certified IT-Business Analyst from COEPD.
- Advanced Program in Clinical Research & Management from Clini-India.

WORK EXPERIENCE

Project 1:
- Project name: Online learning management system |Agile|
- Designation: Business Analyst
- Duration: 09/Aug/2024 To 27/Aug/2024
- 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.

Responsibilities:
- Requirement Gathering and Analysis
- Backlog Management
- Process Mapping and Documentation
- Functional Design and Prototyping

Project 2:
- Project name: Hospital Management System |Waterfall|
- Designation: Business Analyst
- Duration: 12/July/2024 To 31/July/2024
- 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.

Responsibilities:
- Stakeholder Communication
- Process Mapping and Improvement
- Solution Design and Validation
- Change management

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.

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.
- An ardent and well experienced, clinical research coordinator with experience of phase II to IV clinical Trials.
- One year of experience in the Healthcare & patient services, skilled in patient counseling & having strong educational background.
- 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).

SOFT SKILLS

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

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)
- Volunteered for play for peace organization.

LANGUAGES

English: C2
Proficient

Hindi: C2
Proficient

Marathi: C2
Proficient