TANVI SOOD

Senior Business Analyst

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🌐 Linkedin

📍 1/194 First Floor, Sadar Bazar, Delhi Cantt, New Delhi – 110010

EDUCATION

Bachelor of Technology
Information Technology
Guru Gobind Singh Indraprastha University
2014 - 2018
74.14%

High School - 12th
Holy Child Auxilium School
2013 - 2014
81%

High School - 10th
Holy Child Auxilium School
2011 - 2012
84%

EXPERTISE

- Product Management & Business analysis
- Requirements Gathering
- Documentation
- Agile Project Management
- Product Backlog Management
- Sprint planning and execution
- Confluence & JIRA
- Stakeholder Management
- Collaboration and Teamwork
- MS Office
- Communication

ACHEIVEMENTS

- Pro Marvel Employee Recognition Award
- Optimised workflows, accelerated delivery
- Received Stakeholder Accolades
- Delivered Features Punctually

PROFILE SYNOPSIS

Result-oriented Senior Business Analyst with 5 years of experience in leading cross-functional teams, translating stakeholder requirements into tangible deliverables and driving Agile and Scrum methodologies to deliver successful projects.

WORK EXPERIENCE

Feb 2023 - Present
Avizva Solutions|Gurugram
Senior Business Analyst/Product Owner

- Led concurrent Data Interchange Platform projects for a major PBM and Pharmacy Chain in the US, with a team of 35 members
- Maintained solution vision, roadmap, and backlog in JIRA
- Translated stakeholder requirements into tangible deliverables like functional specifications(SFS), data mappings, and process flow diagrams
- Orchestrated seamless communication between clients and developers, ensuring alignment with product requirements
- Conducted API testing utilising tools like Postman, executing user acceptance testing and gained expertise in US NCPDP telecommunication standards

Business Analyst

- Led a portal project for a top US Health Insurance company, orchestrating client engagement for requirement gathering and interpretation
- Facilitated seamless product development by bridging the gap between business and technical stakeholders
- Created System & Functional Specifications documents, screen designs and wireframes that helped in conceptualising the end product

July 2022 - Feb 2023
Deloitte Touche Tohmatsu India LLP|Gurugram
Consultant

- Led the Digital Sansad project for the Parliament of India
- Conducted requirement gathering sessions through client interviews and high-level reviews
- Analysed existing applications, conducted AS-IS and Gap Analysis and proposed TO-BE solutions
- Led regular stakeholder meetings for status updates, issue resolution, and deadline adherence
- Documented business requirements, functional & technical specifications, and crafted presentations for the Speakers of Lok Sabha and Rajya Sabha.

October 2021 - June 2022
Avizva Solutions|Gurugram
Business Analyst

- Led end-to-end management of a Data Platform and Portal project for a leading US health insurance company
- Orchestrated seamless communication between business and technical stakeholders, crafted BRDs, SFSs, and other key documentation
- Converted stakeholder requirements into functional specifications, UI/UX designs, and wireframes

October 2018 - October 2021
Accenture - Strategy and Consulting Services|Gurugram
Business Process Consultant

- Collaborated with industry experts to develop operating models, process hierarchies, and KPIs
- Performed QA on process models with defined guidelines
- Documented AS-IS and TO-BE business processes
- Contributed to RFP responses for healthcare providers in the US

Associate Software Engineer/ Junior Analyst

- Worked as a back-end software developer and implemented software features against new requirements
- Documented various software development methodologies