**Harendra Singh Sisodia  
Sr. Business Analyst**

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# PROFESSIONAL SUMMARY

Business analyst with 8 years of experience in the insurance and healthcare industries; promoted from Junior Business Analyst to Business Analyst. Leveraged SQL and Power BI to design interactive dashboards, enhancing data-driven decision-making. Led cross-functional collaboration in Agile environments, orchestrating daily stand-ups and sprint planning. Developed and maintained BRD/FRD documentation for 50+ projects.

# CORE COMPETENCIES

**Methodologies:** Scrum, Agile Project Management, SAFe, Sprint Planning, Change Management,

Business Transformation, Business Intelligence

**Programming Skills:** R Language, Python, SQL

**Documentation:** FRD, BRD, SRS, User stories, Use Cases, Technology Adoption & Implementation Functional

Diagramming and Modeling Tools: Microsoft Visio, Lucid chart, Draw.io, Trello, Asana

**Tooling Skills:** Tableau, Power BI, Advance Excel, Microsoft Tools (Teams, Project, Visio, Office)

**Analysis Skills:** Cost/benefit analysis, Impact analysis, GAP analysis, Risk analysis, SWOT analysis

**Tracking/Other Skills:** Jira, Microsoft Visio, HP Quality Center, JAD, RTM, UAT, Confluence, Figma

# EXPERIENCE

**AIG Insurance, Atlanta, GA**

**Sr. Business Analyst September 2023 – Present**

* Coordinate cross-functional efforts in an Agile environment by facilitating daily stand-ups, sprint planning, and retrospectives to ensure timely and efficient project delivery.
* Spearheaded comprehensive research and data-driven requirements gathering to define precise business needs and functional specifications.
* Developed and maintained Functional (FRD) and Business Requirements Documents (BRD) for 5+ projects, ensuring stakeholder alignment and seamless execution.
* Designed intuitive process flow diagrams (using Visio & Lucidchart), reducing miscommunication by 25% and enhancing operational clarity.
* Built dynamic Tableau dashboards & reports, cutting data retrieval time and empowering leadership with real-time insights for strategic decisions.
* Performed SWOT and risk analysis to proactively mitigate project bottlenecks, safeguarding timelines and minimizing disruptions.
* Managed end-to-end project tracking via Jira, optimizing visibility and accountability across SDLC phases.
* Facilitated Joint Application Development (JAD) sessions, refining product features by 20% through stakeholder-driven requirement prioritization.
* Leveraged data analytics to convert raw data into actionable intelligence, uncovering trends in customer behavior and product performance to fuel growth.

**CENTENE, Tampa, FL**

**Business Analyst January 2021 – August 2023**

* Drive Agile adoption by implementing Scrum/Kanban methodologies in JIRA, streamlining backlog grooming, user story refinement, and sprint planning to accelerate project delivery by 15%.
* Spearhead business process transformation initiatives, identifying inefficiencies and executing change management strategies that boost financial reporting accuracy by 20%.
* Extract, transform, and analyze large datasets using SQL and Power BI, designing interactive dashboards that enhance data-driven decision-making.
* Standardize financial reporting processes across departments by leveraging ERP systems (e.g., SAP, Oracle), ensuring compliance with GAAP and IFRS standards.
* Develop detailed process flows, system architecture diagrams, and UML models to clarify business requirements and align stakeholders on technical solutions.
* Facilitated with month-end close using Excel and ERP tools to conduct variance analysis, reconcile GL accounts, and prepare KPI dashboards, leading to a 30% gain in financial visibility.
* Conduct cost-benefit analyses (CBA) and ROI assessments to evaluate project feasibility, supporting executive-level investment decisions.

**Unum, Cincinnati, OH**

**Jr. Business Analyst October 2017 – December 2020**

* Facilitated streamlined project tracking using Trello, enabling timely milestone completion and contributing to a 20% increase in overall team efficiency.
* Developed Power BI reports to support data visualization and trend analysis, helping stakeholders interpret complex datasets and make informed decisions.
* Drafted and maintained 50+ Business and Functional Requirements Documents (BRDs/FRDs) by collaborating with cross-functional teams to ensure clarity and alignment with business objectives.
* Conceptualized Excel (PivotTables, formulas) and Microsoft Office Suite (Teams, Project, Word) to support project scheduling, reporting, and collaborative documentation.
* Conducted GAP analyses to identify gaps between current and future business processes, recommending improvements that enhanced workflow efficiency by 25%.
* Prepared concise project updates and delivered presentations to stakeholders, improving transparency and facilitating timely decision-making.

# EDUCATION

**Bachelor in Science in Physics and Mathematics**

Jaipur National University - Jaipur, India