

CURRICULUM VITAE

Mrs. Rutuja Girish Madnoorkar
(Bsc.Biotechnology, Msc.Nutrition & Health communication)
Email: rutuja.madnoorkar18@gmail.com
Contact no. - 7559315328
LinkedIn ID: linkedin.com/in/rutuja-madnoorkar-b6bb17203

PROFESSIONAL SUMMARY

Detail-oriented and results-driven Business Analyst with waterfall & Agile project experience in analyzing business needs, identifying solutions, and implementing strategies to enhance organizational performance. Proficient in requirements gathering, process improvement, and data analysis, with a strong focus on delivering value in fast-paced environments. Expertise in working with cross-functional teams to design and implement effective business solutions. Adept at translating complex business requirements into actionable insights and delivering projects on time and within budget. Strong communication and problem-solving skills, with a proven track record of driving continuous improvement and optimizing business operations through strategic analysis and stakeholder collaboration.

PROFESSIONAL QUALIFICATION

NAME OF INSTITUTION	LOCATION	DEGREE	YEAR	PERCENTAGE
Sadhana High School	Degloor	SSC	Jun 2014	75.20%
Degloor college degloor	Degloor	HSC	Jun 2016	54.62%
Deogiri college	Aurangabad	Bsc.Biotechnology	Jul 2019	70.94%
Shreemati Nathbai Damodar Thackersey Women's University	Pune	Msc. Nutrition & Health Communication	Jul 2021	75.33%

PROJECTS

SR.NO.	PROJECT TITLE	YEAR OF COMPLETION
1.	Developed Learning Management System by using Agile Methodology.	Aug 2024
2.	Developed Hospital Management System by using waterfall model.	Aug 2024

CERTIFIED COURSES

1.	Clinical Data Management	Year 2021
2.	Good clinical practice (ICH-GCP)	Year 2021
3.	Advanced Programming Clinical Research & Management	Year 2022
4.	Business Analysis	Ongoing

CLINICAL RESEARCH EXPERIENCE

INDICATION OF TRIAL	CLINICAL PHASE OF TRIAL(I-IV)	ROLE IN TRIAL
Diabetic Neuropathic pain	II/III	Clinical Research Co-ordinator
Covid-19	III/IV	Clinical Research Co-ordinator
DRL-Livitol	II	Clinical Research Co-ordinator
Stroke	II	Clinical Research Co-ordinator
Neuropathic Lower Back Pain	IV	Clinical Research Co-ordinator
Atopic Dermatitis	IV	Clinical Research Co-ordinator

Company: Aurangabad Health Care & Research LLP
Designation- Clinical Research Coordinator
(Oct 2021 to Oct 2022)

JOB DISCRPTION:

- ✓ Primary responsibility is to screen, enroll and follow the study subjects ensuring protocol compliance following good clinical practices.
- ✓ Proficiency in identifying screening/enrollment barriers.
- ✓ Creating study specific tools for source documentation when not provided by sponsor.
- ✓ Ensure scientific integrity of data and protect the right, safety & well-being of patients enrolled in clinical trials.
- ✓ Track and report adverse event sand trial related serious adverse events and deviations.
- ✓ Management of PK sample timings as per the protocol. Participation in informed consent process.
- ✓ Complete Paper and electronic Case Report Forms in an accurate and timely manner.
- ✓ Proficient in Resolving data related queries as per stipulated timeline.
- ✓ Keep track of drug supplies & update trial master file.
- ✓ Manage collection, handling and storage of sample sand IP.
- ✓ Perform quality assurance reviews of data prior to monitoring and audits.
- ✓ Handles AE/SAE of ongoing studies.
- ✓ Update accurately EC Notifications for site & Ethics committee.

SKILLS

- ✓ Business Analysis: Requirements Gathering, Process Mapping, Stakeholder Engagement, Gap Analysis
- ✓ Technical Skills: SQL, Microsoft Excel, Tableau, Power BI, JIRA, Visio
- ✓ Soft Skills: Communication, Problem-Solving, Critical Thinking, Time Management, Team Collaboration
- ✓ Methodologies: Agile, Scrum, Waterfall

EXTRA-CURRICULAR & OTHER ACTIVITIES

- ✓ Organized a campaign as a part of communication with communities to educate vulnerable community about importance of Nutrients in their daily diet.
- ✓ Organized Social Marketing and Health Campaign event on awareness about PCOS (polycystic ovarian syndrome) in females.
- ✓ Volunteered for Play for peace organization.

CONFERENCE WEBINAR/SEMINAR ATTENDED

- ✓ Participated in the seminar of National Symposium on UHC day advocacy 12 Dec 2019.
- ✓ Participated in national webinar series on holistic approach towards COVID-19, June 2020.
- ✓ Participated in the webinar of Healthy step towards “safe & nutritious food”, 12 June 2020.
- ✓ Participated webinar of Healthy Diet Tool. Jul2022
- ✓ Participated in the webinar to understanding metabolic disorders in pediatric population.

PERSONAL INFORMATION

Date of Birth	18-Jul-1998
Permanent address	Flat no.202, Urban Woods Apartment-yogi park Baner. Pune, Maharashtra, 411045.
Language known	Marathi, Hindi, English
Key Strength	Self-motivated, Positive attitude, Quick Learner, Good team worker, Flexibility & Adaptability
Hobbies	Trekking, Travelling, cycling

DECLARATION

I hereby declare that the particulars given herein are true to the best of my knowledge and belief.

Rutuja Girish Madnoorkar