MOHAMMED

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**CONTACT**

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**SKILLS**

* Leadership
* Business analysis
* Strategic planning
* Business Administration
* Operations management
* Negotiation
* Business development
* Business planning
* Financial management
* Issue resolution
* [Software] , MS office , MS Visio , SAP B1 , Requisite Pro ,S Q L , MS Excel ,MS Power point , Windows all versions , MAC , Share point
* Workflow analysis
* Business process mapping
* HTML and CSS
* Data mapping
* Functional requirements
* Requirements gathering
* Business process improvement
* User acceptance testing

**PROFESSIONAL SUMMARY**

* MBA graduate with proven track record in Business Analysis , operations, strategic alliance and account management. Bringing years of experience in developing business systems and processes within the industries.
* Business Analyst accomplished in Health care and business process performance analysis. Highly organized, effective leader and communicator.
* Used various approaches of SDLC like SCRUM, Agile and Waterfall.
* In the long run, I would like to step up and meet the global standard of expectations, and become a true professional with humanitarian values.

**WORK HISTORY**

**Business Analyst,** 01/2019 to 12/2019

* Worked with Business Users and Stakeholders to understand and analyze the existing business processes
* Facilitated JAD sessions with Customers and Internal Stakeholders with the purpose of defining and documenting the Functional Business Requirements
* Worked effectively with cross-functional design teams to create software solutions that elevated client side experience and significantly improved overall functionality and performance
* Gathered and documented high-level business requirements, BRD, FRD and detailed-level business requirements for different business units, i.e., EDI Claims Intake, Claims Adjudication, Medical Management-Utilization Management, Case Management and Provider Reimbursement-Provider Payment
* Tested data elements in EDI 837 like GS segment 08 element has HIPAA version and Claim type
* Used various approaches of SDLC like SCRUM, Agile and Waterfall. Used JIRA tracking tool for assigning and defect management
* Worked on requirements of the 835 HIPPA projects, 276/277, 278, 837, and HIPAA EDI Transactions across enterprise
* Assisted in Regression Test, System Test and User Acceptance Testing (UAT)
* Thorough knowledge about HIPAA EDI 835 and EDI 837 ANSI X12 transaction code sets

**Supervisor,** 05/2018 to 01/2019

**Compass Usa** - River Falls, WI

* Developed and implemented standards and procedures that ensured the safety of food quality
* Offered instruction, coaching and motivation to employees during the shift
* Collected credit card, cash and gift certificate payments from customers and made proper change for cash transactions
* Set and updated weekly work schedules to meet coverage demands by

considering factors like expected customer levels, planned promotions and individual employee strengths

* Walked through department multiple times each shift to evaluate and correct issues such as cleaning and stock replenishment needs
* Adjusted job assignments and schedules to keep pace with dynamic business needs, factoring in processes, employee knowledge and customer demands
* Maintained clean and well-organized production areas to avoid violations or unnecessary work delays due to hazards or inefficient layouts
* Worked with management team to implement proper division of responsibilities
* Set and managed schedules to give proper coverage to required areas and meet customer service demands
* Handled customer complaints, resolved issues and adjusted policies to meet changing needs

**Finance Assistant,** 08/2017 to 04/2018

**Ruby Stone Crusher** - Engapuzha, Kerala

* Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems
* Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time
* Reported financial data and updated financial records in ledgers and journals

**EDUCATION**

**High School Diploma** : High School, 2014

**BBA** : Bachelor of Business Administration, 2017

**MBA** : Master of Business Administration, 2019