



Chitrita Ratley

Business Analyst seeking roles in IT Project Management,Stakeholder Management,Requirement Gathering,Business Analysis,Use Cases,User Stories,Gap Analysis,Business Consulting,Digital Strategy, Manual Testing, Pharmaceutical, Medical Devices

Current Designation: Business Analyst -IT

Current Company: Freyr Solutions

Current Location: Hyderabad / Secunderabad

Pref. Location: Indore,Hyderabad,Pune

Functional Area: IT Software - Application Programming / Maintenance

Role: Business Analyst

Industry: IT-Software/Software Services

Marital Status: Single/unmarried

Key Skills: Business Analyst,IT Project Management,Stakeholder Management,Requirement Gathering,Business Analysis,Use Cases,User Stories,Gap Analysis,Business Consulting,Digital Strategy,Quality Assurance,Manual Testing,Adobe Acrobat,Documentation

Verified : Phone Number | Email - id

Total Experience: 3 Year(s) 0 Month(s)

Notice Period: 2 Months

Highest Degree: MBA/PGDM [IT and System management]

Last Active: 22-Jan-21 Last Modified: 22-Jan-21

Jump to Section

[Work Experience](#) |
 [Education](#) |
 [IT Skills](#) |

Summary

A professional with 3+ years of experience after BE in Electrical Engineering from RGPV-Bhopal scoring 71.5%. An organized, detail oriented and conscientious self-starter, able to strategize & prioritize effectively to accomplish multiple tasks and stay calm under pressure. Ambitious, enthusiastic and open to experience, able to learn and adapt very quickly and provide results with keen learning mind-set.

Work Experience

Freyr Solutions as Business Analyst -IT Nov 2017 to Till Date

Key Responsibilities as a BA-

Gathering and analyzing the requirement for understanding the business process and planning approach.
Analyze and document clients' business requirements and processes. Prepared various business and validation documents like URS, FRS, SRS, PS.
Communication of the requirements with various internal teams like Development, Testing, DB, and Technical writing to govern the process.
End to End project life cycle management.

Current Project- Freyr QMS (Quality Management System)

Freyr QMS System- Freyr QMS system provides a Quality Management System targeted for use within business areas of Life Sciences.

The prime responsibilities of this system is to manage-
SOPs across the organization with author, reviewer and approver workflow.
Various Training programs across the organization such as inductions, QMS overview, Organizational trainings and job trainings.
Identification of the CAPAs at a department level/ Product level/ Project level.

Project- Freyr LABEL 360

LABEL 360 ? Freyr LABEL 360 is a comprehensive label life cycle management system as a web based application which focuses to integrate industry best practices by bridging the gaps within the global and regional labelling processes and to control the flow of labelling information from core label change to regional label implementation through artwork, supply chain and printing phases.

For Code of Federal Regulation Title 21 Part 11: Food and Drug

Platform includes suite of products-
eLabel - Label Management System
eRA ? Regulatory Information Management System
eDoc ? Document Management System
eProject ? Project Management



Important

- Using Free CV Search you have access to featured candidate profiles of Naukri. You can browse through the profiles and email the candidates of your choice directly using the email option provided. To prevent misuse of candidate information, contact details and attached resume of the candidates have been withheld.

Quality Assurance Associate Nov 2017 ? Apr 2018

Project ? Novartis Pharmaceutical

Check and proofread artworks created by Graphic Designers (GD) and Reviewing annotated PDF for artwork changes attached by initiator/requestor.
Compare artwork to related components for consistency and the color swatches against the legend of the artwork file.
Check universal product code/component number present are correct with details provided.
Check all technical requirements from packaging site matches in the new artwork.
Check for net content, storage statement, flags / logos are present on the artwork and are correct.
Confirm all the content and graphics from the artwork file has been fully incorporated onto the proof file and changes done as specified.
Confirm all associated components match prior to final proof approval.
Perform a consistency check with regards to product name, generic name, strength and quantity across the new artwork.

Tools Used: Client Based Application Systems, MS Office (Excel, Outlook, Word & Power Point). TVT(Text verification tool), Barcode reader, Adobe Acrobat.

Project - Noured Life Sciences Limited

Check potency calculation for active raw materials done in BMR & check whether dispensing done as per potency calculation. Check entries made in weightment sheet of Batch Manufacturing Record.
Ensure and confirm that each manufacturing operation correctly recorded as defined in respective manufacturing /packaging instruction.
Check the time of operation and other entries signed and dated by the person performing & supervising the activity.
Confirm In-process parameter like weight / fill variation, average weight, thickness, diameter, hardness etc. verified.
Ensure the accuracy of packaging material used and Expiry date assigned to the product as per SOP titled: ?Assigning of Manufacturing and Expiry date to the Finished Products during Manufacturing?.

[^ Back to Top](#)

Education

UG: **B.Tech/B.E (Electrical)** from **Shri Ram Institute of Technology, Jabalpur** in **2016**

PG: **MBA/PGDM (IT and System management), Correspondence/Distance Learning** from **Narsee Monjee Institute Of Management Studies (NMIMS)** in **2022**

[^ Back to Top](#)

IT Skills

Skill Name	Version	Last Used	Experience
MS OFFICE			
Barcode Reader			
ADOBE ACROBAT			

[^ Back to Top](#)

Languages Known

Language	Proficiency	Read	Write	Speak
English	Expert	✓	✓	✓
Hindi	Expert	✓	✓	✓

[^ Back to Top](#)

Affirmative Action

Physically Challenged: No

Work Authorization

Job Type: Permanent

Employment Status: Full time

[^ Back to Top](#)