

Riya Madia

Business Analyst | Project Coordinator

riyamadia@gmail.com | 6353072603 | Ahmedabad, Gujarat | www.linkedin.com/in/riyamadia

PROFESSIONAL SUMMARY

Results-driven Business Analyst and Project Coordinator with 1.8 years of progressive experience in analyzing business processes, coordinating cross-functional projects, and delivering actionable insights to support organizational objectives. Demonstrated ability to manage project timelines, communicate effectively with stakeholders, and identify process improvements that drive operational efficiency. Seeking to leverage analytical skills and project management expertise to contribute to strategic business initiatives in a growth-oriented organization.

EDUCATION

LJ Institute of Engineering and Technology

B.Tech, Computer Science (AIML)
8.68

2022 – 2026

SKILLS

Requirements Gathering · Power BI · Excel · Process Mapping · JIRA · Agile · Stakeholder Management · Gap Analysis · Wireframing · SQL · Documentation · UAT Support · Project Planning · Milestone Tracking · Timeline Management · React.js · Node.js · Python · JavaScript

WORK EXPERIENCE

Associate Business Analyst — TatvaSoft

Feb 2026 – Aug 2026

- Participated in requirement gathering and prepared functional documentation including Feature Lists, Quotation documents, and Proposals.
- Created mockups and wireframes to visually represent requirements and facilitate client understanding of proposal solutions.
- Collaborated with the developers to ensure clear understanding of the requirements and gathered effort estimations.
- Acted as a bridge between business and technical teams to translate requirements into actionable tasks.
- Participated in client calls to understand requirements, resolve queries, and ensure alignment of the scope with the client.
- Supported requirement clarification and maintained documentation throughout the project lifecycle.

Business Analyst | Project Coordinator — Latitude Technolabs Private Limited

Jul 2025 – Feb 2026

- Led end-to-end requirement analysis and translated business needs into detailed functional specifications for web and mobile applications.
- Managed stakeholder communication, facilitated requirement workshops, and ensured alignment between business and technical teams.
- Prepared proposals, quotations, project documentation, and coordinated effort estimations with development teams.
- Oversaw project execution by tracking milestones, supporting UAT, managing change requests, and ensuring timely project delivery.
- Mentored trainee Business Analysts on documentation standards, wireframing, and requirement elicitation best practices.

Trainee Business Analyst | Project Coordinator — Latitude Technolabs Private Limited

Dec 2024 – Jul 2025

- Assisted in requirement gathering by interacting with stakeholders and documenting business requirements.
- Prepared functional documentation, including user stories, feature lists, wireframes, sitemaps, and BRDs.
- Collaborated with developers to clarify requirements, support effort estimation, and resolve functional queries.
- Participated in client meetings, captured meeting minutes, and ensured requirement alignment across teams.
- Supported project coordination activities, including task tracking, documentation management, and progress reporting.

PROJECTS

Worlds Edition – Luxury Marketplace Platform

A premium marketplace platform for luxury assets, including real estate, private jets, helicopters, luxury cars, watches, jewellery, and fashion. Gathered and documented business requirements, defined product listing and inquiry workflows, and collaborated with developers to support secure transactions and role-based dashboards.

BizApp – Business Networking Platform

A professional networking platform enabling users to join clubs, attend events, and connect through AI-based match matching. Analyzed business requirements, documented functional specifications, and coordinated with development teams to implement role-based dashboards and core networking features.

Keystar – Educational Management Platform

A digital education platform connecting administrators, educators, students, and parents within a unified ecosystem. Gathered and documented multi-role requirements, prepared functional documentation, and collaborated with developers to implement dashboards and education management modules.

LANGUAGES

English (Fluent) · Hindi (Fluent) · Gujarati (Fluent)