

Shaikh Uzma Husnuddin

+91 9975926644 | anyabakshi22@gmail.com | Location: Thane, Maharashtra, India

SUMMARY

Quality Lead with 7+ years of experience in healthcare quality assurance, medical data analytics, healthcare operations, and bioinformatics domain. Experienced in leading teams of 40+ Quality Analysts and SMEs, managing quality operations, driving process improvements, and ensuring delivery excellence. Skilled in quality audits, stakeholder management, client communication, resource planning, performance monitoring, reporting, and continuous improvement initiatives. Certified Lean Six Sigma Black Belt and CI Catalyst Yellow Belt professional with strong analytical, leadership, and problem-solving capabilities.

EDUCATION

A.C.P.M. Dental College, Dhule

Bachelor of Dental Surgery (BDS), Affiliated to Maharashtra University of Health Sciences (MUHS), Nashik

St. John The Baptist High School & Junior College, Thane

Higher Secondary Certificate (HSC)

EXPERIENCE

Quality Lead

November 2022 – Present

Vasta Bioinformatics (Acquired by Omega Healthcare)

Turbhe, Navi Mumbai

Key Responsibilities

- Manage and lead a team of 40+ Quality Analysts and SMEs, ensuring quality excellence, productivity, and operational efficiency.
- Plan resource allocation and workforce utilization across multiple healthcare projects.
- Manage team onboarding, training, mentoring, and performance development.
- Handle leave planning, approvals, and workforce availability.
- Assign work based on project requirements and monitor timely completion.
- Act as a point of contact for client communication, feedback management, and follow-up actions.
- Review client feedback and implement corrective and preventive actions.
- Monitor quality metrics, production reports, and Power BI dashboards.
- Prepare QA reports, performance summaries, and management updates.
- Maintain QA plans, process documentation, and compliance requirements.
- Support project forecasting, capacity planning, and operational improvements.
- Drive continuous improvement initiatives using Lean Six Sigma methodologies.

Senior Quality Analyst

February 2021 – October 2022

Vasta Bioinformatics Pvt. Ltd.

Turbhe, Navi Mumbai

Key Responsibilities

- Conducted quality audits for healthcare data abstraction projects.
- Ensured accuracy, completeness, and compliance with project guidelines.
- Performed root cause analysis and supported corrective action implementation.
- Mentored Quality Analysts and supported team performance improvement.
- Prepared quality reports and maintained project documentation.
- Collaborated with internal teams and clients for quality-related discussions.

Quality Analyst & Medical Data Analyst

October 2018 – February 2021

Vasta Bioinformatics Pvt. Ltd.

Turbhe, Navi Mumbai

Key Responsibilities

- Reviewed and analyzed medical records for data accuracy and completeness.
- Performed quality checks and validation of healthcare data.
- Maintained project quality standards and productivity targets.
- Supported process improvement activities.
- Ensured compliance with client-specific guidelines.

Clinical Associate

IKS Healthcare Solutions

September 2017 – September 2018

Airoli, Navi Mumbai

Key Responsibilities

- Reviewed clinical documentation and medical records.
- Assisted healthcare documentation and data review processes.
- Maintained accuracy and quality standards in clinical data handling.

Dental Intern

JMF's A.C.P.M. Dental College

March 2014 – March 2015

Dhule

Key Responsibilities

- Completed internship across various dental specialties.
- Assisted in diagnosis, treatment planning, and dental procedures.
- Participated in dental treatment camps and community screening programs.

TECHNICAL SKILLS

Quality Assurance & Quality Management

Healthcare Data Analytics

Medical Data Abstraction

Healthcare Operations Management

Team Leadership & People Management

Stakeholder & Client Management

Resource Allocation & Workforce Planning

Quality Audits & Compliance

Root Cause Analysis (RCA)

Process Improvement & Optimization

Lean Six Sigma Methodologies

Continuous Improvement Initiatives

Performance Monitoring & Reporting

Training & Team Development

Power BI Dashboard Review

Documentation Management

CERTIFICATIONS

Lean Six Sigma Black Belt Certification

CI Catalyst Yellow Belt Certification

Google Sheets – Basic to Advanced

First Time Leadership Certification

Emotional Intelligence Certification

Development of Interpersonal Skills Certification

Microsoft PowerPoint: Beginner to Advanced (Ongoing)

Computer Certificate Course

ACHIEVEMENTS

- Received Star Performer Award for outstanding performance and contribution. - Secured Second Prize in Automation Technology competition for process innovation. - Successfully managed and mentored a team of 40+ Quality Analysts and SMEs. - Successfully contributed to quality improvement and operational excellence initiatives. - Participated in various dental treatment and screening camps in remote areas.

TECHNICAL SKILLS

- Microsoft Office 365 - Microsoft Excel - Microsoft PowerPoint - Google Sheets - Google Docs - Power BI
Dashboard Review - MS Windows

LANGUAGES

- English - Hindi - Marathi - Urdu