

MANISH TALREJA

Business Analyst

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SUMMARY

Results-driven Business Analyst with overall 5 years of experience in **Business Strategy, Business Analysis, Stakeholder Management** and **Customer Experience**. **Adept** at **business process redesign, stakeholder communication**, and **digital transformation initiatives**. Proficient in **Agile** and **Waterfall methodologies**, **BRD/FRD/SRS** creation, **UML, RTM, UAT**, and **stakeholder management**. Hands-on experience with tools like **JIRA, Confluence, MS PowerPoint, SQL, Tableau, Excel**, and **Visio**. Skilled in **deriving insights** through data analysis and presenting them to senior management. Certified in **ECBA, CCBA, CBAP**, and **Generative AI** for Beginners.

EXPERIENCE

Tata Consultancy Services

Business Analyst

06/2023 - Present

- Assessed and redesigned business processes to enhance operational efficiency and effectiveness for BFSI clients. Collaborated with cross-functional teams and effectively communicated complex technical details to non-technical stakeholders.
- Utilized JIRA and Confluence for Agile project tracking, documentation, and backlog management. Created user stories with acceptance criteria; prioritized requirements using Moscow and FURPS techniques.
- Participated in Agile ceremonies including Sprint Planning, Daily Stand-ups, Reviews, and Retrospectives. Developed dashboards and project updates using Power BI and Tableau for stakeholder reporting.
- Presented insights and findings through visually impactful presentations using Microsoft PowerPoint. Created comprehensive documentation including BRD, FRD, SRS, use case specifications, and training materials.
- Conducted business process modelling using MS Visio and Draw.io to identify improvement opportunities.

Emerging Technology Consultant

06/2022 - 05/2023

- Working with **TCS Co-Innovation Network (COIN)** to drive innovation by leveraging emerging technologies (Artificial Intelligence, IoT, blockchain) and fostering partnerships with startups, academia, and industry leaders to co-develop cutting-edge solutions.
- Facilitated the process of comprehending the client's requirements and understanding their business process, mapping partner, conducted demo and workshop resulting in TCS winning \$1.5 Mn Implementation project.
- Worked cross-functionally with account, Sales & technical team to bridge technology challenges and deliver project goals also assisted in responding to RFPs and RFIs, effectively addressing customer needs and aligning with organizational objectives.
- Conducted data cleansing, analysis, and validation of the coin database on regular interval to highlight mindful insight through dashboard using Power BI & Tableau to senior management & key stakeholders.

Tata Consultancy Services

Software Consultant

06/2019 - 05/2021

- Led the implementation of AGILOFT CLM, optimizing contract lifecycle management and enhancing compliance.
- Managed user permissions, access controls, and sprint-based process improvements.
- Developed Drupal-based websites and resolved customer support tickets using core Drupal modules and core Drupal themes.
- Implemented cost-saving digital transformation strategies for clients.

TECHNICAL SKILLS

MS Suite

Axure

Balsamiq

MS Visio

Draw. IO

SQL

JIRA

Power BI

Tableau

CORE COMPETENCES

Business Analysis Planning

Elicitation

Requirement Life Cycle Management

Requirement Analysis

Design Definition

Strategy Analysis

Project management

Stakeholder management

CERTIFICATION

Business Analysis Fundamentals -ECBA, CCBA, CBAP

Strategy Consulting VEP by Accenture

Generative AI for Beginners

EDUCATION

PGPM, MBA (Marketing & Analytics)

Great Lakes Institute of Management

2022 Chennai

BE (Information Technology)

Medicaps Institute of Technology G Management

2019 Indore

LANGUAGES

English

Proficient

Hindi

Proficient