

SUNITA ACHARYA

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Core competences: -

- Business Analysis Planning and Monitoring.
- Elicitation and Collaboration.
- Requirement Life cycle Management.
- Requirement Analysis and Design Definition.
- Strategy Analysis
- Solution Evaluation
- Stakeholder management
- Project management

Technical skills

- Documentation Tools: MS Suite
- Prototyping & Wire frames Tools: Axure & Balsamiq
- Modeling Tools: MS Visio, Draw.io.
- Database: SQL
- Project Management tool:- JIRA
- Reporting Tools: Power BI, & Tableau.

Domain knowledge: -

IT

BFSI

Education:-

MSc Robotics and AI

University of Glasgow

Certificates:-

Certified IT – Business Analyst IIBA
[EEP]

McKinsey Forward Program

Soft skills: -

- Leadership
- Analytical Thinking
- Problem Solving
- Adaptability
- Time Management
- Communication

Career objective: -

Results-driven IT professional with **2.4 years of experience at TCS**, including **1 year as a Business Analyst** and **1.4 years as a Java Developer** in the **IT and BFSI domains**. Skilled in **requirement gathering, documentation, stakeholder analysis, and Waterfall and Agile methodologies**, seeking to leverage both **technical and business expertise** to deliver impactful solutions and drive process improvements.

Profile summary: -

- **Business Analyst** with hands-on experience in **requirement gathering, stakeholder analysis, and documentation (BRD, FRD, FRS)**, skilled in preparing **use case diagrams, process flows, RTM, and test cases**.
- Served as a Functional **Business Analyst at TCS**, contributing to projects in both **Waterfall and Agile methodologies**, including **sprint planning, backlog refinement, user story creation, and DoD**, ensuring effective project delivery.
- Proficient in **elicitation techniques, requirement prioritization (MoSCoW and FURPS)**, and collaborating with cross-functional teams to bridge business and technical needs.
- Worked as a **Java Developer at TCS**, developing and maintaining scalable **Java/Spring-based applications**, integrating RESTful APIs, and generating financial reports for the projects.
- Enhanced **UI functionality** using JSP, Bootstrap, and JavaScript, ensuring responsive design and improved user experience across government financial applications.

Work Experience

Company name :- Tata Consultancy Services | May 2019-August 2021 |

Designation: Systems Engineer

Project 1:- E-Treasury Billing System | Agile |

Project description:-

E-Treasury Billing System is a government platform that **digitizes treasury bill processing and fund allocation**, ensuring secure and transparent financial transactions using **Agile methodology**.

Role: - **Business Analyst**

Responsibilities: -

- Gathered and analyzed requirements using various **elicitation techniques**, documented **user stories** with detailed **acceptance criteria**, and added them to the **product backlog in JIRA** for tracking and refinement.
- **Prioritized and validated requirements** using **MoSCoW and FURPS techniques**, assisted the Product Owner in defining **Business Value (BV)** and **Complexity Points (CP)**, and maintained the **sprint backlog** for accurate planning.
- Supported the creation of **Definition of Ready (DoR)** and **Definition of Done (DoD)**, and actively participated in **sprint meetings** including **planning, review, retrospective**, and daily scrums to ensure timely and quality deliverables.
- Monitored project progress by generating **product burn-up and burn-down charts**, collaborated with QA for **UAT**, and ensured that completed user stories met business expectations before release.
- Developed and maintained Java/Spring-based web applications, implementing RESTful APIs and optimizing database operations with **Oracle SQL** to enhance system performance and scalability.
- Designed and integrated UI components using JSP, Bootstrap, and JavaScript, ensuring responsive, user-friendly interfaces and seamless interaction with backend services.

Project description: -

Employee Exit Management System is a HRMS module designed to **streamline employee resignation and retirement processes**, enabling smooth clearance, documentation, and approvals using the **Waterfall SDLC**.

Role: - **Business Analyst**

Responsibilities: -

- Conducted **Stakeholder Analysis**, created the **Business Case Document**, and prepared the **RACI Matrix** to define roles, responsibilities, and project scope.
- Collected and evaluated requirements using multiple **elicitation techniques**, prepared **Business Requirements Document (BRD)**, translated them into **Functional Requirements Document (FRD)** and **Software Requirement Specification (SRS)** for technical teams.
- Designed **UML diagrams, wireframes, and process flows** using **MS Visio, Balsamiq and Axure** to visually represent system interactions and workflows.
- Maintained the **Requirement Traceability Matrix (RTM)**, prepared **Test Case Scenarios**, and supported **User Acceptance Testing (UAT)** to validate deliverables against requirements.
- Developed backend modules using Java, Spring MVC, and **RESTful APIs**, ensuring seamless integration with treasury and HRMS financial systems.
- Optimized database operations and generated reports using Oracle SQL, improving data accuracy, and supporting business decision-making.