

MANISH TALREJA

Business Analyst

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SUMMARY

Results-driven professional with **5 years of overall experience**, including **2 years as a Business Analyst** in the BFSI domain. Skilled in **SDLC (Waterfall & Agile)**, with hands-on expertise in **BRD, FRD, SRS, UML, RTM, UAT**, and **Agile user stories, sprint planning, and backlog management**. Proficient in tools like **JIRA, Visio, SQL, Power BI, Tableau**, and more. Certified in **ECBA, CCBA, CBAP**, and **Generative AI**, with a strong focus on digital transformation and aligning business needs with tech-driven solutions.

EXPERIENCE

Tata Consultancy Services

Business Analyst

- Project 1: COIN-AI (Agile)****11/23 – Present**
- Collaborated with stakeholders and business heads to gather and analyze requirements using various elicitation techniques. Created and managed user stories with acceptance criteria in JIRA; prioritized backlog using Moscow and FURPS methods.
 - Participated in Agile ceremonies (Sprint Planning, Stand-ups, Reviews, Retrospectives) and maintained stakeholder communication.
 - Conducted functional testing to validate business requirements and supported end-user training and adoption.
 - Prepared BRD, FRD, user manuals, and training materials; tracked progress using Sprint Burn Down/Up charts.

- Project 2: Drupal (Waterfall)****06/23-11/23**
- Conducts stakeholder meetings, interviews, and workshops to elicit detailed business requirements.
 - Uses techniques like document analysis, observations, and questionnaires. Coordinates review sessions with stakeholders and ensures formal sign-off on finalized requirements.
 - Acts as a bridge between business and technical teams to avoid scope creep. Assists developers and clarifies functional/business queries during the build phase. Ensures development is aligned with documented requirements through RTM (Requirements Traceability Matrix).

- Consultant****06/22- 05/23**
- 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.
 - Working for BFSI customer across globe to help them in preventing financial crime evolving sanctions, data privacy, regulations, anti-money laundering, cloud security, IT service management and RPA spaces.
 - 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 & 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 Developer

- 📅 06/2019 - 06/2021
- 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 webpages using core Drupal modules and core Drupal themes for a US based pharmaceutical customer.

TECHNICAL SKILLS

MS Suite

Axure

Balsamiq

MS Visio

Draw. IO

SQL

JIRA

Power BI

Tableau

Knime

CORE COMPETENCES

Business Analysis Planning

Elicitation

Requirement Gathering

Requirement Analysis

Design Definition

Strategy Analysis

Project management

Stakeholder management

CERTIFICATION

Certified IT – Business Analyst IIBA [EEP]

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 & Management
📅 2019 📍 Indore

Achievements

- Received appreciation (2 spot awards & 1 special Initiative award) from Project Manager for outstanding performance.
- Successfully implemented scary house event at various colleges in Indore during cultural events.

LANGUAGES

English

Proficient

Hindi

Proficient