

Name:- Manish kumar pandey

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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.
- Project Management tool:- JIRA
- Requirements Gathering & Documentation
- Agile & Waterfall Methodologies

Education:-

Bachelor of Commerce (Honours) – Marketing

The Bhawanipur Education Society College, Kolkata | 2022

Certificates:-

Certified IT – Business Analyst IIBA [EEP]

Soft skills: -

Decision making & Problem solving

Language:-

English • Hindi

Career object: -

Motivated and detail-oriented B.Com (Honours) in Marketing graduate from *The Bhawanipur Education Society College* (2022) and a Certified IT-Business Analyst from *COEPD, Pune* (2025). Skilled in requirements gathering, documentation, process mapping, and tools like MS Visio, Axure RP, and Balsamiq. Experienced in applying Agile and Waterfall methodologies for real-world business analysis projects. Demonstrated analytical and research capabilities through academic and professional projects in Green Marketing, Mergers & Acquisitions, and System Development.

Profile summary: -

- In-depth knowledge of SDLC in various phases (i.e waterfall & agile)
- Proficient in **Waterfall Model**: Gathered requirements using **Elicitation Techniques** and prepared **BRD, FRD, SRS** prepared **RACI Matrix**, BCD, created **UML Diagrams** and **Prototypes** and requirements tracking through **RTM** well versed with **UAT** handling **Change Request**.
- Expert in **Agile Scrum**: Creation of **user stories** and Added **Acceptance Criteria, BV & CP, Sprint & Product Backlogs** conducted various **Sprint Meetings; Sprint & Product Burndown charts** ensured **DOR** and **DOD** checklist.

Project 1 :- SMS (student management system) | Agile |

Project description:-

Developed a web-based application to manage student records, attendance, and academic performance. Streamlined data handling and improved administrative efficiency through automated processes and centralized database management.

Role:-BA

Responsibilities

- Interacted with the stakeholders and gathered requirements by using various **elicitation techniques**.
- Created user stories with appropriate acceptance criteria with the assistance of the Product Owner. Added **user stories** into **product backlog** using the **JIRA** tool.
- Prioritized and validated the requirements using **Moscow** and **FURPS** technique, added **user stories** to **sprint backlog** based on prioritization order.
- Collaborated with Product Owner and Scrum Master for **BV** and **CP**. and assisted the Product Owner for the creation of **DOR** and **DOD** checklist.
- Participated in **sprint ceremonies** to remove **road blocks** in the project.
- Generated **Sprint, Product Burn down/Burn up charts** to track the project progress.
- Participated in product planning and **UAT** to successfully deliver each sprint component.

Project 2 :- LMS (learning management system) | waterfall |

Project description:-

Designed a platform for managing online courses, student progress, and assessments. Improved learning accessibility and instructor-student interaction through a structured digital environment.

Role:-Business analyst

Responsibilities:-

- Conducted **Enterprise Analysis** and under the assistance of a senior BA in creating a Business Case Document, conducted **Stakeholder Analysis**, and prepared **RACI Matrix**.
- Gathered requirements from business heads using **Elicitation Techniques** and created a Business **Requirements Document (BRD)**.
- Translated **BRD** into **Functional Requirements Document (FRD)**, Collaborated with the technical team, and prepared **SRS Document**.
- Created **UML diagrams** and **wireframes** to visually represent requirements using **MS Visio, Balsamiq, and Axure**.
- Created and maintained **RTM** throughout the project.
- Assisted in Testing Team by preparing **Test Case Scenarios** and ensured the **UAT** was successful.