MANISHA MEHRA

Amity University, Noida

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EDUCATION

Master of Computer Applications(MCA)
Amity University, Noida   *2022*
Bachelor of Computer Applications(BCA)
Amity University, Noida   *2020*

PROFESSIONAL SUMMARY

Results-driven **Business Analyst** with **2.7 years** in delivering technical business solutions and driving project implementations in fast-paced environments. Skilled in analyzing and documenting business processes, collaborating with technical teams, and managing multiple IT projects simultaneously. Adept at stakeholder communication, process improvement, and ensuring seamless project execution. Strong consulting abilities with excellent written and verbal communication skills.

SKILLS

Agile Methodology, Waterfall Methodology, Microsoft office 360, SQL, Jira, AXURE RP9, Figma, Trello, Stakeholder Management. Requirement Gathering, Technical Documentation, User Acceptance Testing, Leadership, Project Management, Scrum

WORK EXPERIENCE

Infoneo Technologies (Buisness Analyst)

Gail Gas India Pvt. Ltd.   *September'24 - Feb'25*

- **Business Analysis and Stakeholder Collaboration**:Partnered with onsite stakeholders to define and document business requirements for major software development projects, including **CNG Sales and Cathodic Protection systems.** Delivered 100 % alignment with business goals,leading to enhanced system performance and automation, such as a **75 %** reduction in manual effort through streamlined report submission and approval processes.
- **Agile Project Management and Documentation:**Proficient in Agile methodologies; led sprint planning, daily Scrum meetings, and cross-functional collaboration using **JIRA** for tracking and task management. Developed comprehensive **Software Requirement Specifications (SRS)** to effectively communicate project objectives and requirements, ensuring timely delivery and team alignment.
- **Risk Assessment and Process Optimization**: Conducted IT risk assessments to identify and address security vulnerabilities, reducing incidents by 30 %. Automated and optimized processes, driving operational efficiency and improving system security, scalability, and user experience.

Uneecops Technologies ltd. (Buisness Analyst)

Key Projects :   *June'22 - July'24*

- **DGLL Website, NCLAT Website, Film Facilitation Office:**:Conducted client meetings to gather, analyze, and document requirements; prepared detailed **Software Requirements Specifications (SRS)**, user manuals, and wireframes using tools like **Axure RP.**
- **TRIFED Web Portal (VDVK, MSP for MFP), Broadcast Seva (LCO):**Defined and monitored project milestones, ensured timely delivery, and maintained alignment with client expectations through regular updates and milestone reviews.
- **Odisha Districts (30 Websites):** Performed comprehensive testing across district websites, documented results, and conducted IT risk assessments, reducing security vulnerabilities by **30 %**.
- **Department of Commerce, TRIFED Web Portal:** Facilitated communication between clients and development teams, ensuring timely issue resolution and meeting project requirements.
- **Broadcast Seva (LCO), Film Facilitation Office:** Designed intuitive wireframes and dashboards, collaborating with stakeholders to align designs with user expectations.