

# Tannu Tyagi

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## CONTACT

📞 7678299710

✉ [tyagitannu20@gmail.com](mailto:tyagitannu20@gmail.com)

🌐 [LinkedIn Profile: Tannu Tyagi](#)

📍 Noida, UP, India

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## SUMMARY

As a Business Analyst with experience in the dynamic environment of a startup, I have successfully taken on multiple roles to drive business growth. With a strong analytical mindset and attention to detail I have provided actionable insights to optimize operations. Additionally, my experience working closely with cross-functional teams has allowed me to collaborate effectively, streamline processes, and contribute to the overall success of the organization.

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## SKILLS

- Requirement Elicitation- BRD
  - Wireframing
  - Flow Charts
  - Business Analysis
  - Data Analysis
  - Agile Methodology
  - Gap Analysis
  - Software Testing, Quality Assurance
  - Manual Test Case Preparation
  - Databases & SQL
  - Use Cases & Test Case Scenarios
  - Process Flow
  - Business Presentations
  - Client Handling
  - Team Training and Stakeholder Management
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## WORK EXPERIENCE

### Hexadecimal Software Pvt. Ltd. (Sep 2023 – Present)

#### Business Analyst

- Actively involved in various phases of software development lifecycle process (SDLC).
  - Mapping client's requirements, performing system analysis and finalization of functional specifications and design documents for the project.
  - Designing a roadmap for further development and extending post implementation support.
  - Informing the client about constraints, assumptions, risks, dependencies, issues, and plan of actions, associated to the projects.
  - Customizing processes in line with the guidelines specified by the client, use cases, user journeys, user stories and illustrations.
  - Experience in manual and user acceptance testing (UAT).
  - Experience in Quality Assurance, worked as a QA.
  - Experience in various project dev. methodologies i.e., agile, RAD, big bang.
  - Experience in training the end users in accessing the application.
  - Mentored interns and freshers.
  - Experience in tools like Google Analytics, Google Search Console.
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## SOFTWARE EXPERIENCE

- Figma (prototyping and designing).
- Jira
- Confluence
- Draw.io
- Postman
- MS Word, Excel, PowerPoint, Outlook
- Google Docs, Sheets, Slides, Sites, Forms.
- Chat-GPT

## EDUCATION

- BBA (DCRUST, Murthal) (Aug 2019 – Aug 2022).
- 10<sup>th</sup> & 12<sup>th</sup> (Jain School, Ganaur, Sonipat) (2017 & 2019 respectively).