Sneha Gupta

Project Coordinator

Noida, Uttar Pradesh

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As a project coordinator, I aim to increase my knowledge and skills in project management, including planning, executing, monitoring, and controlling projects. I aim to gain experience in various industries and project types, including IT, construction, and social services. Ultimately, I aspire to become a senior project manager and contribute to large-scale projects with significant impact on society.

Personal Details

Date of Birth: 1990-12-02
Highest Career Level: 2-5 years experience

Work Experience

Project Manager

Trigital.in - Hyderabad, Telangana
January 2022 to Present

• Monitoring project progress and identifying and addressing potential issues.
• Facilitating meetings and discussions related to the project.
• Maintaining project documentation and ensuring it is up-to-date.
• Coordinating with team members and stakeholders to ensure project tasks are completed on time.
• Communicating project updates to stakeholders and team members.
Employment History--
Software Developer at Full Time, on Intact Innovation Pvt.ltd New Delhi
Aug 2015 - Aug 2016
• Effectively coded software changes and alterations based on specific design specifications.
• Successfully completed to one of all India Muslims professional NGO client websites ---https://ampindia.org/
• Worked on a portal "Doctorgcare" which helps user to find right doctor and book an appointment within a minute without any hassle.
• Worked on the company website "https://intactinnovations.com/".
Software Developer at Full Time, Matrix Infotech Pvt.ltd Noida
Aug 2016 - Aug 2018
• Effectively coded software changes and alterations based on specific design specifications.
• Handle these projects--
• Slice Rocket - is designed to receive the customer order to implement their project on minimum cost and time.
• Woogla.com-Website designed in WordPress.
• I have used some WordPress plugin like Advance custom fields plugin, contact form-7 to design the website.

Education

B.Tech in Computer Science
Krishna girls engineering college - Kanpur, Uttar Pradesh
June 2008 to 2012

Skills / IT Skills

- Communication skills (2 years)
- PHP (2 years)
- MySQL (2 years)
- GitHub (2 years)
- Collaboration & Teamwork(trello) (1 year)
- Ability to work under pressure (2 years)
- Microsoft Project
- Project management

Languages

- English - Fluent
- Hindi - Fluent

Certifications and Licenses

Trello Fundamental badge
August 2023 to Present

Trello Fundamental badge from Atlassian

Jira Fundamental badge
September 2023 to Present

Jira Fundamental Badge from Atlassian.

Additional Information

◆ Optimistic, Punctuality
◆ Good listener, Quick learner, Positive attitude.
Workshop:
◆ Attended workshop on Hacking Technology given by KYRION DIGITAL SECURITIES in KGEC, Kanpur.
◆ Successfully completed 4 weeks intensive summer training at GOBAL LOGIC Ltd.
◆ Successfully completed 4 weeks intensive summer training at SEDULITY in C, C++, and Data Structure.
◆ 'Bank Management System'

This project provides different functionalities to customer like: creating an account, Deposit money, withdraw money and balance enquiry.

Language used: C Language

◆ 'Online Claim Management System'

This project computes the claim by employee incurred during movement to one or more outstation.

Front End: PHP, HTML, CSS

Back End: MYSQL

◆ 'Online Examination'

This project establish a network between the institution and student. Student have to Register on site. Then he/she can give exam and can view the result at the same time.

Front End: PHP, HTML, CSS

Back End: MYSQL