# ANKITA PARIT
## Senior Project Specialist

## CONTACT
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## ABOUT ME
Accomplished Senior Project Specialist with over 6 years of experience in managing complex projects from initiation to closure. Expertise in resource planning, effort estimation, and process optimization to enhance operational efficiency. Proficient in stakeholder engagement, risk assessment, Data visualization and cross-functional team collaboration. Known for delivering high-quality projects within scope, budget, and schedule while driving continuous improvement and aligning outcomes with organizational objectives.

## SKILL SETS
- Project management
- Agile Methodologies, Scrum
- Stakeholder Engagement
- ITR- Initial Tech Review
- Team Leadership & Resource Allocation
- Quality Assurance
- Data-driven Decision Making
- Process Optimization
- Business Process Improvement

## TECHNICAL SKILLS
- JIRA, Trello, Resource Guru,
- Data Visualization (Tableau & Power BI)
- Data Science & ML (Basics)
- Business Analytics, Python, SQL, R (Basic)
- Content Authoring & Platform Configuration, CMS
- Smartsheet, SharePoint, Google sheets, Excel

## EDUCATION
**Bachelor of Information Technology ▶**
Mumbai University

## CERTIFICATIONS
- PGD in Business Analytics and Statistics
- PGD in Data Science, ML &AI

## PROFILE SYNOPSIS
- Applied Agile, SCRUM, KANBAN, and Waterfall methodologies to streamline processes and optimize timelines.
- Led cross-functional teams to deliver projects on time, within scope, and budget.
- Developed user-friendly data visualization dashboards and analysis using Tools like PowerBI and Tableau.
- Mitigated risks to ensure seamless project execution, reducing delivery disruptions.
- Enhanced stakeholder alignment with clear communication across technical and non-technical teams.
- Boosted efficiency and process improvement initiatives.
- Utilized tools like JIRA, Redmine, SharePoint and Trello for real-time tracking and stakeholder transparency.
- Consistently driving growth and client satisfaction.

## CAREER CONTOUR
### Senior Project Specialist @BTS Strategy Alignment and Execution Pvt Ltd, June 2022 - Present
- **Team Leadership & Management**: Led and managed project teams, ensuring effective resource allocation, effort estimation, and seamless execution.
- **Project Development & Deployment**: Oversaw the complete project lifecycle, ensuring adherence to timelines, quality standards, and client expectations.
- **Cross-functional Collaboration**: Facilitated communication across teams and stakeholders, aligning project objectives and ensuring successful outcomes. Acted as a liaison between stakeholders, internal consultants, designers, and account managers, driving alignment and ensuring project objectives were met.
- **Data visualization, PowerBI Dashboard**: Have worked on data visualization and analysis projects where I have created dashboards for real time user data using business analysis in PowerBI and Tableau tool. On Momenta platform, converted content from source documents to platform-ready formats, ensuring best UI layouts accuracy and flexibility in content authoring and configuration.
- **Content Authoring & Platform Configuration**: Prepare platform-ready content with accurate UI layouts and optimized configurations for seamless delivery and best user-experience.
- **Quality Assurance & Testing**: Ensured deliverables met quality standards through thorough reviews and resolved testing issues promptly.
- **Stakeholder Communication & Engagement**: Supported the Product Owner in managing customer expectations. Facilitated effective communication with clients and cross-functional teams to align project deliverables with client expectations.
- **Process Improvement**: spearheaded process improvement initiatives by analyzing workflows, identifying bottlenecks, and implementing streamlined solutions for enhanced operational efficiency.
- **Requirement Gathering & Analysis**: Performed requirement analysis and technical reviews (ITR) to align project goals with client needs.
- **End-to-End Project Development**: directed project lifecycles from inception to deployment, adhering to timelines, and quality standards. Ensured deliverables met client requirements through robust planning and execution.

**Projects Managed for Key Clients: Salesforce, Coca-Cola, Mondelez, Accenture, Abbott, Draper Labs, Alteryx, Merck, etc.**

### Technical Specialist @Zeus Learning Pvt Ltd, June 2018 - June 2022
- **Simulation Development & Coding**: Developed simulations for Microsoft Office tools (Excel, Word, PowerPoint, Access, Outlook) using XML coding standards and best practices. Ensureed high-quality code through regular reviews and adherence to coding guidelines.
- **Requirement Gathering & Analysis**: Conducted Initial Technical Reviews (ITR) to analyze project requirements. Collaborated with stakeholders to define project scope and deliverables.
- **E-Learning Tool Development**: Designed and developed tool-based HTML solutions for e-learning platforms. Use HTML, CSS, and web design skills to create interactive and user-friendly content.
- **Quality Assurance & Testing Coordination**: Collaborated with QA teams during testing phases to ensure bug-free deliverables. Address QA queries and resolve issues within defined timelines.
- **Project Management & Team Leadership**: As Team Lead for projects like Medical Terminology and NatGeo, managed resources and timelines. Plan and allocate resources based on project requirements and deliverables.
- **Deliverable Management**: Delivered projects on time while maintaining daily data updates. Present deliverables and client communications to managers during standup meetings.

**Projects Managed for Key Clients: Cengage SAM, Walch, Cengage OWP, Medical Terminology, Sendero's, Biddle, VHL, etc.**