
KARTIK KUMAR SINGH

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About me

- A dynamic, result oriented professional with more than 9+ years of experience, who wants to integrate his professional qualification, skills and work experience with his personal interest and drive in the emerging concepts of data driven decision making for achieving strategic business goals. Also enjoy being a part of, as well as managing a team and thrive in a pressurized and challenging work environment.

Objective

To take a challenging post for track Project demands and resource allocation, Team Management, Demand Forecasting, Resource Tracking, Delivery support with 100% client satisfaction also to take aggressive part in First Time Right Delivery.

Profile

Since July 2014, have 9+ years of extensive hands of experience in Project management, Functional Management, business analysis, Project Coordination, SDLC Life Cycle, Project Planning, Managing/Mapping/Resource Planning,

- Interacting with team on daily basis for the project tracking.
- Taking Scrum on daily basis and set the project Priority within the team.
- Managing Project Dashboard & report on weekly basis.
- Tracking/Monitoring & facilitating the tasks to team members.
- Risk mitigation Planning, Implementation and Process Monitoring.
- Adopting SDLC life Cycle for the project planning.
- Creating Project Plan over various tools like “Jira” “Team Work PM”.
- To take the sign off from the client for the project plan as well for each module delivery to manage the client expectations.
- To assure the FTR of the Project.
- Resource Planning/Mapping/Scheduling over Tempo Planner (Jira).
- Manage Budgeting of the project and sending invoice to the client for their Milestone Payment.
- Taking calls from the client for the Kickoff as well as for the project discussion.
- To track the daily working hours, report to every resource.
- To send Sign off - document to client for the Project Completion using Echo Sign and Cuda Sign Software.

Skills

- **Business:** Problem Solving, Agile Methodology, Data Analysis, Business Consulting, Project Management.
- **Project Management:** Microsoft Project, Agile, Scrum, Excel, Jira, Confluence, Tempo-Planner, Scrum/Kanban Boards, Aha.
- **Other Tools:** Microsoft Teams, Microsoft Office Suits (Excel, Word PowerPoint), Power BI, Smart Sheet, One Drive.

Relevant Work Experience

- Organization/ Company: - **Think & Learn Pvt. Ltd., Noida, U.P.**
(Byju's Exam Prep formerly known as Gradeup)

Post: - **Project Manager**

Duration: - **Feb 2021 – Jan 2024**

Job Profile: -

- Working with VP, Product Management, support data-related applications in support of organizational and company goals.
- In partnership with CTO-Smart Chain, create, manage, communicate & present a cross-vertical data integration and analytics product strategy, vision and roadmap.
- Translate customer and market needs along with regulatory and technology trends into product requirements and customer use cases. Work directly with Engineering in the detailed requirement definition and prioritization process.
- Established a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project.
- Analyzed, monitored, and reported progress to project teams to ensure confinement of project budget and timelines.
- Responsibility is to support strategic business projects for the company, with the aim of improving economic value and securing future competitive advantage.
- Managing the project(s) progress status, tracking, and reporting process, including drafting materials for governance and leadership meetings.
- Provides input to the Senior management and other stakeholders on financials and project health.
- Proactively manage dependencies between the programs (supervising mitigation actions, ensuring transparent information and impact assessment)
- Coordinates the collation of standardized project cost trackers to produce resource reports.
- Examine project documentation/data for completeness and accuracy.
- Tracking project risks, Issues, Finance and ensure project stay compliance with project delivery framework, briefing monthly project status country head.
- Ensures that critical deadlines are achieved every month and that high-quality data is delivered.
- Setting-up the Programs/Projects by creating a project budget and working through approval processes to agree the budget. Track, report on, and reconcile actual costs and revenues across the project lifecycle.
- Looks for and implements continuous improvement activities within the PMO service.
- Ensure benefits / value of the delivery are captured and maintained across projects/Programs.

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- Organization/ Company: - **Mahendra Educational Pvt. Ltd.**
Post: - **Sr. Project Coordinator**
Duration: - **March 2018 – Jan 2021**
- Organization/ Company: - **TrueLogic Technologies Pvt. Ltd.**
Post: - **Associate Project Coordinator**
Duration: - **Aug 2016 – Feb 2018**
- Organization/ Company: - **E-Virtual Services**
Post: - **Project Coordinator**
Duration: - **Jul 2014 – Jul 2016**

Education Qualification

- **B.Tech in Information Technology** from **Uttar Pradesh Technical University.**

Certification & Trainings

- Certified ScrumMaster®
- SAFe Agile Certified
- PMP Trained

Personal Information

Father's Name : Prasadh Singh
Mother's Name : Usha Singh
Date of Birth : 18th Jan 1992.
Sex : Male.
Nationality : Indian.
Marital Status : Single.
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