

**REKHA RAJAN ,CSM**

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#### **PROJECT MANAGER specializing in Telecom Domain:**

CSM-certified Agile Scrum Master with 10 years of industrial experience , played variety of roles including that of a Project Manager, Lead Business Analyst, SME, RCA Coordinator and SQA Auditor. Excel at liaising between business and technical areas to achieve on-time, on-budget and on-spec project completions. Able to merge customer and user needs with business requirements, budgetary restrictions to meet project deliverables. *Key skills:*

- Project Lifecycle Management
- Develops and presents proposals
- System Migrations
- Requirements Definition & Analysis
- Project Scheduling
- Team Building & Leadership
- Project Budgeting & Cost Controls
- Quality Assurance
- Risk Management

#### **Major Achievements/Core Competencies:**

- S.T.A.R Performer of the Year 2016
- Certified Agile Scrum Master
- Certified Six Sigma Green Belt
- MS Project Professional and EPM for Project Management
- Trained RCA and SoX coordinator
- FP Estimation Trainer
- Good understanding of Business Process Framework (eTOM)
- Designed end to end Billing flow diagram by using VISIO to enhance the functional knowledge of the team
- Key role in ISO Re-certification

#### **Professional Experience:**

- Working with “CGI, Bangalore.” From March 2010 to till date as a “Project Manager”
- Worked with “Caterpillar, Bangalore.” From October 06 to March 2010 as “Senior Analyst”

#### **Project Summary:**

## **Project 1: Billing-Bell Canada**

### **Role:Project Manager**

- Promoted to project manager role to plan, schedule and execute all stages of project life cycle and system implementations. Assessed business implications for each project phase and monitored progress to meet deadlines, standards and cost targets.
- Excelled in guiding the work of technical teams. Articulated project goals and scope, translated business needs into technical terms, prepared detailed work breakdown structures (WBS) and instilled shared accountability for achieving project milestones.
- Resolved numerous project issues including staffing shortages, tactical matters, scope creep and divergent business and user needs.

## **Project 2:Business Proposals/Bidding**

### **Business Proposal:Lead Business Analyst**

- Develops proposals or other documents describing organizational services in response to requests from prospective clients.
- Prepare High level Estimations based on complexity /Function points

## **Project 3: SA/BA COE-Telecom**

### **Role:Lead Business Analyst**

- Build portfolio knowledge
- Build knowledge across portfolios for related functional areas
- Function as end-to-end SME for the functional area across LOBs/portfolio
- Get trained in another functional areas
- Develop courseware
- Ensure consistency of knowledge in KM systems
- Provide trainings at account level for functional area/courseware

## **Project 4:**

Title : **Caterpillar Distribution Systems (CDS) / Caterpillar Inc., USA**  
System Architecture : Batch and Online  
Language(s) : [JCL](#), [COBOL](#), VSAM, [CICS](#)  
DBMS :DB2  
User Interface : [BATCH Only \(Non UI\)](#)  
API(s) : [Batch file](#)  
Line of Business : Logistics

### **Description: CDS – Inventory management**

The grouping of Inventory Management functions supporting the complete cycle of material flow, and distribution of the finished product. Inventory management is the centralized computer system which maintains each facility's requirements, on hand quantities, etc., on a part number basis and determines appropriate stocking and replenishment actions for each item.

Material system interacts with many other systems such as APO (ANTARES Parts Ordering), Facility Logistics & API (ANTARES Parts Invoicing) in order to fulfill an order, placed by the customer.

**Roles:Developer, QR and SOx Coordinator**

### Technical Skills

Programming Languages	:	COBOL,C,C++,CICS
DB	:	DB2, SQL Server
Defect tracking Tool	:	Quality Center 11.5,JIRA 4.0
Tools	:	Expeditior, Sahi,MPP,EPM
Operating systems	:	Windows XP, Windows 7

### Educational Qualification:

**BTech:** Anna University from Electronics and Communication in 2006 with **80%**

### Personal Profile:

DOB	:	31-05-1982
Marital Status	:	Married
Gender	:	Female.

### Declaration:

I am a person having lots of confidence and like to work with Sincerity and Dedication. My goal is to be the best that I can be and to reach the top by utilizing my talents and strengths, and helping the organization grow from strength to strength.

**Place: Bangalore**

**Rekha Rajan**