**Ruchi Shukla**

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**EXECUTIVE SUMMARY**

* Project Management professional with over 12+ years of experience in end-to- end project management, agile, transition, transformation, team management
* Expert in handling overall functioning of standardization and implementation of processes by enhancing key elements like technology, people and implement effective change management.
* Effectively managed multiple projects covering multiple geographies access industries like E-Commerce, IT, Telecom etc.
* Experience in leading a team of Lead, Developers, Business Analyst and transformation experts through successful completion of project migrations and transformation projects.

**AREA OF EXPERTISE**

**Project Management Professional/Transition and Transformation/Consulting**

* Overall accountable for project business case, project execution, toll gates, budgeting and billing
* Setting up the project management infrastructure by mobilizing project resources
* Setup over all governance and internal and external stake holder management
* Ensure timely completion of project deliverables across people, process, technology and infrastructure along
* with a strong focus on project cost and timelines
* Facilitating effective communication and working relationships within the project team, account team,
* client team, and 3rd party suppliers/interfaces where required
* Scheduling and delivering risk management, change management, issue management and quality management
* Lead transformation projects and change management. Ensuring on time completion of enhancements/changes
* to technology and organization structure for effective implementation of transformed processes.
* Conduct pre-contract workshops and due diligence
* Experience with Project Management tools (Microsoft Project)
* Experience in performing SAP HANA Migrations and S/4 Conversations with client.
* Moderate to expert-level knowledge of Atlassian tools (Jira, Confluence) supporting the Scrum methodology

**ORGANIZATION EXPERIENCE**

**Since Aug’21: L&T Technology Services Limited.**



**Associate (Scrum Master/PM)**

**Significant Accomplishments**

* Creates and manages project/program resource loading and budget; reconciles budget monthly and communicates risks to Leadership
* Bring ideas from professional facilitation, coaching, conflict management, mediation, theater and so on to help the team become a high-performance team
* Empower the team to make system and process improvements captured in sprint retrospective meetings
* Gathering and updating project materials, completing budgeting, forecasting, project documentation, business flows, and lessons learned documents
* Scheduling and allocating work, providing advice and guidance, and resolving problems to meet technical performance and financial objectives
* Coordinate all Scrum Ceremonies including Sprint Planning, Daily Standups, Sprint retrospectives, Sprint Demos, Story Grooming, and Release Planning
* Coaching and mentoring other Scrum Masters on our program team. Partnering to ensure that our ways of working are consistent across teams
* Assist in defining and deploying new product development processes and in facilitating the continuous improvement of existing processes
* Coaching and mentoring other Scrum Masters on our program team. Partnering to ensure that our ways of working are consistent across teams
* Use key Scrum metrics (burndown, velocity) to help deliver committed work
* Manage all Scrum boards (physical or virtual)
* Sets and runs effective recurring status meetings with the product, portfolio and delivery managers
* Works with Product Owner to define project scope and objectives

**May 2016 to September 2021: British Telecom India Private Ltd.**



**Associate (Scrum Master/PM)**

**Significant Accomplishments**

* One of the key members in the Organizational transformation initiative of “Being Agile”.
* Responsible for enacting Scrum values and practices: Facilitate Daily Scrum meetings, organize Sprint Planning sessions, Daily Standups, Sprint Demos, conduct Sprint Reviews and Sprint Retrospectives, Story Grooming and Release Planning, maintain JIRA, TEAM, and other required team and process tools
* Gathering and updating project materials, completing budgeting, forecasting, project documentation, business flows, and lessons learned documents.
* Scheduling and allocating work, providing advice and guidance, and resolving problems to meet technical performance and financial objectives.
* Coaching and mentoring another Scrum Master on our program team. Partnering to ensure that our ways of working are consistent across teams.
* Assist in defining and deploying new product development process and in facilitating the continuous improvement of existing processes.
* Liaising between developers and project stakeholders, fostering quality communication between engineering disciplines.

**July 2014 to May 2016: Jasper Infotech Private Ltd. (Snapdeal.com)**



**Associate (Scrum Master/PM)**

**Significant Accomplishments:**

* Management experience of the full project life cycle including requirements gathering, creation of project plans and schedules, obtaining and managing resources, managing budget, and facilitating project execution, deployment, and closure.
* Facilitate scrum activities through JIRA starting with grooming, sprint planning, retrospectives and daily stand ups. Manage backlog, prioritize and defect tracking for on-time delivery.
* Clearly communicate with the different stakeholders to ensure that the deliverables are met. Identify and mitigate risks by keeping the environment of trust, collaboration and openness.
* Track and communicate team velocity and sprint progress through JIRA.
* Strong conceptual knowledge of Agile/Scrum Software development methodologies and full-life-cycle applications development.
* Accountable to ensure projects are delivered on time, within budget, and meet business partner expectations
* Ensure project plans are monitored and owners deliver according to planned actions and any constraints: Coordinate implementation of actions as identified by stakeholders, and track and monitor progress to plan – time, cost, resource, benefits.
* Experience with Project Management tools (Microsoft Project)
* Experience with Project planning and methodology (JIRA, SCRUM)

**Feb 2011 to June 2014: Info Edge India Ltd. (Naukri.com)**



**Senior Executive (Project Co-Ordinator)**

**Roles & Responsibilities:**

* Maintaining and monitoring Project Scope Document, Budget Exceeding Notification and Co-ordination for PO Creation.
* Storing the Project Scope Document in SharePoint.
* Documenting and following up on important actions and decisions from meetings.
* Organizing, Attending, and participating in stakeholder meetings.
* Interacting with Various Project Management teams and addressing the queries by getting it coordinated with the concerned department.

**SKILLS**

* Agile Development and Best Practices
* Agile Frameworks – Scrum, Kanban, XP
* JIRA & JIRA Portfolio, Confluence, Rally
* User Stories, ATDD, TDD, Continuous Integration, Automated Testing

**ACCOLODATES RECEIVED**

* Received one-time Retention Bonus due to Excellent Work in British Telecom.
* Received “Ms. Dependable Project Award” in British Telecom.
* “AVP Appreciation Letter” in Snapdeal.com.
* Received “Star of The Month” & “Green Star Awards” for accuracy in Naukri com.

**ACADEMICS**

* MBA – Banking and Finance from AIMT, Annamalai University.
* Bachelor of Commerce from. D.D.U. University.
* Senior Secondary from BP Girls Inter Collage.
* Secondary school from BP Girls Inter Collage.

**TRAINING**

* Prince2 Certified
* CSM Certified
* PMI Agile Trained
* PMP Trained

**COMPUTER PROFICIENCY**

* Microsoft Windows Platform
* DCA, MS Excel, MS Word, MS Power Point
* Certification in Tally 9.0

**PERSONAL PROFILE**

* Marital Status: Married
* Languages Known: English & Hindi

**Place: Bangalore**

**Date: RUCHI SHUKLA**