

Kajanpreet Kaur Randhawa

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EDUCATION

University of Waterloo, Canada, Cumulative GPA: 85.25/100 (3.0+/4)

12/2020

- Master's in Electrical and Computer Engineering,
- Graduate Certificate in Business and Entrepreneurship

Areas of Interest: Business Analytics, Product Management, Project Management, Marketing Management

Awards: Recipient of the Graduate Scholarship worth \$3000

WORK EXPERIENCE

Capgemini

Senior Analyst / Senior Software Engineer

India

9/2018 - 8/2019

- Facilitated daily standups (or daily scrums) to avoid scope creep; worked as administrator of Scrum board for a SDLC training project.
- Ensured cards are up to date; analyzed burndown charts regularly; noted areas of improvements and tasks for future sprints (retrospective).
- Collaborated with 2 other partners to work on SDLC project (RESTful web service application using SpringBoot, SQL, Angular); translated business requirements into use cases and user stories; conducted unit tests and delivered the final project in 2 weeks.
- One of the 8 trainees selected out of around 50 for a complex enterprise Blockchain (Corda) project to work upon .

STMicronics

System Application and Integration Lab Intern

India

1/2018 - 7/2018

- The only intern selected to work upon 3 projects simultaneously; one of which involved releasing a product into the market. Tested hardware and software of the product, developed release documents before actual release.
- Partnered with cross-functional teams to automate manual processes (test cases using Python) saving time by ~75%.
- Worked on more than 100 row data (test case scenarios) spreadsheet to update and validate information; provided data analytics report to management used as the basis for recommendations related to specific project outcomes.
- Analysed feasibility of projects, created project documents including progress reports, user guides, Bill of Material (BOM), presentations for senior management and trained 1 junior intern.

PROJECT MANAGEMENT EXPERIENCE

Teachers Without Frontiers

Waterloo, Canada

Risk Manager

5/2020 - 8/2020

- Managed project requirements using JIRA; identified positive and negative risks, assigned severity (1-5), analyzed impact and identified potential solutions to mitigate those risks.
- Assisted in Change management and Quality management; worked upon ~200 Student Learning Outcomes (SLOs).
- Developed project plan, progress report, project schedule, risk register and effectively managed stakeholders.

LEADERSHIP & OTHER AFFILIATIONS

Graduate Student Association

Waterloo, Canada

Chief Returning Officer

2/2020 - 11/2020

- Selected as CRO to conduct, manage and oversee votings for electing 7 new Board members and referenda; prepared voting timeline, drafted official voting notices to put up on university website, managed nomination forms, validated forms, oversee campaigning to ensure GSA policies and by-laws are followed.
- Built a strong relationship with key stakeholders to ensure the impact of Covid-19 on student organization is low.
- Utilized problem solving skills to move the voting process online due to Covid-19 and conduct Annual General Meeting (AGM) virtually for the first time ever.
- Managed election data and student data (combined more than 4500 row spreadsheet) to provide election results.

Youth United Student Chapter, Student Member

2015-16

- Volunteered in a fund-raising event and raised ~INR 1000 to organize a 'Smiling Future' event for 'special children'.
- Collaborated with society head to develop strategy for brand positioning and manage the recruitment.

Thapar University Hostel Residence, Executive Member Food Committee

2016-17

- Performed administrative duties, planned weekly and monthly meals for 300+ residents within allocated budget.
- Organized a total of 4 monthly and annual events with each event having 300+ attendees.

OTHER ACHIEVEMENT:

Certificates: Business Analysis Foundations; Tableau Essential Training (2020.1)

Engineering Entrance Exam Rank ~27,00/ ~100,000

Recipient of TU-Merit Scholarship for 3 consecutive years (2015-16, 2016-17, 2017-18).

SKILLS & INTERESTS

Databases: MySQL, OracleSQL, basic PL/SQL

Tools and Platforms: Tableau, JIRA, Eclipse, IntelliJ IDEA, SpringBoot, Adobe XD, basic PowerBI, Microsoft Office, Microsoft Excel, basic Confluence, Unix, HTML5/CSS

Programming Languages: Java, C, basic Python