

Priyanka Suresh Karande – Project coordinator

PMP certified

Contact details

Email id : priyanka.karande151@gmail.com

Linkedin Profile - <https://www.linkedin.com/in/priyanka-karande-3b90a4102>

Mobile no : 7304197791

Objective

To seek a position in software industry as a Project Coordinator / Manager where my current skills and knowledge could be used and also enable me to continue working in challenging environment and also foster my learning opportunities.

Experience

1) Bridge Event Handlers - Business Analyst (Intern)

January – September 2016

Professional Summary

- Carried out Business analysis (Requirements gathering, planning, designing)
- Designed and developed a promotional and informational website for the organization
- Designing of brochures, fliers for organization and graphics for website

2) Beehive Software Services – Product consultant (Business Analyst)

Dec 2017 – Feb 2020

Professional Summary

- Extensive knowledge and experience in implementing HRMS- Human Resource management system for Enterprise and SAAS clients and training the clients on the same.
- Implemented modules/business processes included :-
HRIS, Leave and Attendance, Performance management, Recruitment, Travel and Expense, Task management, Resignation, Training, Survey/Poll, Grievance, Confirmation, Asset Management, Payroll
- Knowledge and experience of Joint Application Development (JAD) sessions, project meetings, reviews, walkthroughs, and customer interviews.

- Knowledge and experience in writing Business Requirements Document (BRD), Functional Specification Document (FSD), Non-Functional Specification Document, System Use Cases, and training manuals.
- Knowledge in feasibility requirements analysis, design, construction, testing, implementation, and UML methodology.
- Well equipped with excellent communication and organizational skills to face clients, collect requirements and help develop organisation to cope against competition in market
- Proficient in change request management and developing test plans, cases, scenarios and strategies as per the business requirements to match the functional requirements and UML diagrams.
- Experienced in SQL queries to extract data and Deployment of builds at client side which includes enhancements
- Training clients and internal team members on modules and business processes
- Clientele – Faber Castell, Nippon Logistics, Hungama, Techplus Media, Pureplay sciences ,etc

2) Neural IT – Project coordinator

Feb 2020 – Currently working

Professional Summary

- Project handling of EHRMS and E- commerce domain
- Project handling and coordination with a team of developers, testers and client support.
- Project management portal and ticketing system handling
- Conducting Scrum , JAD sessions, Review meetings.
- Creating BRD, FSD , User manuals Documentation for Software.
- Working on two projects - EHRMS and Ecommerce web application (International)
- Motivating and reviewing team on quarterly basis to keep project goals inline
- Project deliveries forecasting and estimating.
- Implementing smooth processes for smooth functioning of team
- Constant researching and planning of enhancement of product.
- Product analysis to make product stable and developer independent.
- Efficient and articulate communication of functional requirements to clients , teams, developers.
- Handling and enhancing project management tool and JIRA .

Academic details

Examination	Institute	University	Year	Percentage
MCA (bridge course)	YMT College of Management (kharghar)	Mumbai university	2016	6.29(CGPA) 62.09%
BSC IT	Pillai's College (Panel)	Mumbai university	2014	63.00%
H.S.C	St.Mary's college(vashi)	M.S.B.E	2011	66.00%
S.S.C	St.Auugustine's High School (nerul)	M.S.B.E	2009	75.07%

Technical Skills:

Programming Languages	Strong Oracle SQL ,HTML
Database Administration	Backup and Recovery, Creation, Configuration
Platforms	Windows 7/8.1/10
Project Management Tools	Microsoft Office tools - Access, Excel, Outlook, PowerPoint, SharePoint.

Curriculum projects

- **BSC IT Sem 6 (Individual project):**
 - 1) Project title : OM SAI library management system
Front end : Visual studio 2010
Back end : Ms Access /SQL
Description: The project was developed for the librarian to keep records of the borrowers, purchasers ,members, books, stocks which included database storage.
- **MCA Sem-3 (group mini project during)**
 - 1) Project title : FASTRACK
Front end: VB.NET
Backend : SQL 2005
Description: The developed project was a small dummy website of Fastrack which contains product details, ordering products, feedback ad contact us page.
- **MCA Sem -5 (group mini project)**
 - 1) Project title: COKESTUDIO WEBSITE

Technology: ASP.NET and C#.NET 2005

2) Project title: STRING CONVERTOR

Technology: PHONEGAP

- **MCA Sem -6 Internship project**

1) Project title : Bridge Event Handlers

Organization: It is a training institute giving training on various subjects having big clients.

Technology: WordPress

Description: Developed a website for the organisation to help them promote, market their training activities .

Certifications :

- PMP certified
- MS- CIT
- Photoshop cs4
- Web designing (Dreamweaver, HTML)
- SQL certified
- Oracle Certified Professional for DBA (Oracle 11g)
- Oracle Certified Professional for Developer (Oracle 11g)

Personal Strengths

- Planning, communication, flexibility and confidence
- Very good team player and leader and taking ownership in all aspects
- Quick learner and solution provider to simplify processes
- Good interpersonal and communication skills which helps rapport building with stakeholders to understand latest requirements in the market

Extra-curricular activities:

- Active participation in inter and intra collegiate festivals and events
- Core committee Head and creativity team head in college festival Lakshya 2015
- Part of student's council team at Pillai's college festival
- Hosted many shows and events
- Participated in a flash mob regarding traffic rules by RTO 2014
- Participated in a flash mob for Pillai's college fest – ALEGRIA 2014
- Selected for personality pageant contest held at social service camp at Rajasthan by Xavier's group of institution
- Won histrionic skills for dramatics award at school
- Performed theatres for a small production house
- Former Bharatanatyam student and assistant choreographer
- Attended workshops on leadership skills, SEO, digital marketing.

Personal Profile

- Father's Name : Suresh Bapu Karande
- D.O.B : 06-03-1994
- Languages Known: English ,Hindi, Marathi ,Basic French
- Hobbies: dancing , painting , reading books ,cooking , playing puzzle and quiz games
- Gender: female
- Marital Status: single
- Address : Goodwill arcade, sec-10, Nerul west, Navi mumbai

DECLARATION :

I hereby declare that statement giving in this resume are true, complete and correct to the best of my knowledge.

I hereby declare that the above information furnished is true to the best of my knowledge and belief.

Priyanka karande

Mumbai , India

Date

11-February -2021