NEHA RAUL

Contact: +91-8108531797 | Navi Mumbai | Email ID: palav.nehaa@gmail.com | LinkedIn ID: nehapalav

- **Diligent project manager with more than 10 years of experience** leading all phases of diverse technology projects.
- Currently working as **Deputy Manager – PHP in Hinduja Global Solutions, Navi Mumbai**
- **Business strategist**; plan and manage projects aligning business goals with technology solutions to drive process improvements, competitive advantage and bottom-line gains.
- **Excellent communicator**; leverage technical, business and financial acumen to communicate effectively with client executives and their respective teams.
- Conceptual knowledge in **agile and waterfall project management methodologies.**
- Considerable experience in **Project Management, Web Development, and SEO**.

CORE SKILLSET

Applications Used
- Adobe Creative Suite, WordPress, Drupal, Joomla, SVN, GIT

Front-End Web Development
- HTML, CSS, JavaScript, JQuery

Server Side Development
- PHP/MySQL

Project Management Tools
- JIRA, MS Project, Redmine, Basecamp

WORK EXPERIENCE

Jul'17 to Present with Hinduja Global Solutions as Deputy Manager (PHP)

Roles & Responsibilities:
- Managing complete life cycle of a project that includes responding to RFPs, creating technical architecture, database design, functional specifications & system designs.
- Working on the development of websites, web applications, etc.

Feb'17 to Jul'17 with Mirum as Project Manager

Roles & Responsibilities:
- Responsible for planning, managing the projects as per agreed cost, schedule and scope.
- Communicating with clients and internal stakeholders & teams to ensure on or before schedule delivery of the projects. It also includes, Resource Management, Risk Management, and Budget Management.
- Setting up kick off call and setting right expectations for clients for deliverables & schedule.
- Providing weekly reports to the client with the details about the status, Effort utilized, Remaining effort, Effort variance
- Manage & drive projects end-to-end right from Initiation to Closure.
- Working with internal management to provide them project status health reports.
- Managing different vendors and cost approvals for them.
- Experience in SDLC including strategy, requirements definition, design, usability, and content.
- Experience using project management software such as MS Project, Redmine, JIRA, etc.

May'15 to Jan'17 with Creative Doers as Technical Director

Roles & Responsibilities:

Creative Doers is a digital experiential agency. With a passion for digital and being an entrepreneur, I have set up Creative Doers. We offer services across the digital marketing spectrum with strategic thinking & complete understanding of technology and design.

- Develop and design concepts and execute as required.
- Convey design/development concepts to various internal and external audiences.
- Lead and direct work intake and overall project assignment process.
- Scope and prioritize activities based on business and customer impact.
- Coordinating with the Technical Writer and Business Analyst to review the documentation and related content.
- Also responsible for generated relevant content for the product which is not limited to blogs, external/internal training guides, product documentation and other relevant tasks.

Nov'14 to May'15 with Direxions Marketing Solutions Pvt. Ltd. as Assistant Project Manager

Roles & Responsibilities:

- Facilitates meetings with clients to gather and document requirements and explore solutions.
- Oversees project plans, and designs complex interface flows and makes recommendations in order to improve and support client's business activities.
- Analyzes and documents client's business requirements and processes; constructs project plans and scope documents to communicate requirements.
- Coordinates analyst tasks on projects and provides team members guidance/support throughout the project life cycle.
- Responsible for design/development, update and maintenance of company website and micro sites.
- Ensuring the operations are carried out smoothly and resources are effectively utilized to maximize the output.

Oct'12 to Oct'14 with CACTUS Communications Pvt. Ltd. as Web Developer

Roles & Responsibilities:

- Development and management of all marketing e-mailers and websites including CMS websites like CACTUS Global website www.cactusglobal.com and Editage website www.editage.com
- Supporting Digital Marketing team in development and enhancement of websites for various markets which include Japan, Korea, China, Taiwan, Brazil, and USA.

Aug'10 to Oct'12 with R K Swamy Interactive Pvt. Ltd. as Web Developer

Roles & Responsibilities:

- Developed websites for various clients like Bharat Benz, Zuari Industries, Asian Society CME, Raymond, Pedigree, Tata Chemicals, MTNL, LIC, SBI and Specialty Restaurants.
- Developed websites, handled servers, was POC between the client and company, handled the team, etc.

June'09 to July'10 with Red Chillies VFX Pvt. Ltd. as Web Developer

Roles & Responsibilities:

- Involved in development of corporate websites, promotional flash banners and Asset Management software.
- Created scripts for 3D Artists using Mel language.

Apr'08 to May'09 with Diagonal Multimedia Pvt. Ltd. as Web Editor

Roles & Responsibilities:

- Development of in-house websites, e-mailers and blogs.
- Interacting with the senior editors, taking up the requirements, and working on the online presence of the newspaper.

June'07 to Mar'08 with Surge Works India Pvt. Ltd. as Software Programmer Intern

Roles & Responsibilities:

- Was hired as an intern for contract based duration where I developed and customized of various modules as per client's requirements.
- Contributed in the development of Web Data Extraction (WDE) Tool.

EDUCATIONAL QUALIFICATION

- **Certified Scrum Master** from Scrum Alliance, 2018
- **Certified in Advanced Program in Digital Media Marketing** from DMTI Institute, Dadar, Mumbai
- **Bachelor of Computer Applications** (B.C.A) from S.N.D.T University in 2007 with First Class honors