

Shivam Kumari

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PROFESSIONAL SUMMARY

- More than 4 years of experience in order business management and project management team who worked closely with the business team and monitored the accuracy of project process ordering from implementation to execution.
- Proactive, innovative, and goal-oriented focused on promoting team efficiency and adaptability with proactive cross-functional communication and meticulous attention to detail.
- Experience of working in a multi-cultural global environment and worked on different projects simultaneously.
- Developed and managed monthly budgets, review weekly revenue forecast, revenue recognized and preparing Monthly billing.
- Worked closely with technical lead in backlog management & continuous delivery of features.
- Strong verbal and written communication skills.

ACADEMICS

Qualification	Institute	Board / University	Year	% / CGPA
MCA	VES Institute of Technology	Mumbai University	2018-2021	71%
B.Sc.(IT)	Pillai College of Arts,Commerce And Science	Mumbai University	2014-2017	73.46%
XII	Kendriya Vidyalaya No.1	CBSE	2013-2014	72.04%
X	Kendriya Vidyalaya No.1	CBSE	2011-2012	89.3%

TECHNICAL SKILLS

Operating Systems:	Windows , Linux Operating System and UNIX
Databases:	Oracle Database , MySQL
Tools:	MS Office, MS Visual Studio, NetBeans, Dev C++
Languages:	C, C++, C#, Java
Web Technologies:	PHP, HTML,CSS, JavaScript
Awareness:	Python

WORK EXPERIENCE SUMMARY

Datamatics Global Services

Associate Consultant/Project Coordinator/ Operation Associate
Responsibilities:

Jan 2022 - Present

- Requirement gathering and Analysis during sprint planning.
- Designing UX/UI basis the business requirement along with product team.
- Created SOPs and did project documentation for project to ensure process is carried out correctly and in standardized manner .
- Making sure that all project documents are up to date as per updated from client
- Hands on experience on data management and reporting on KPIs for business purposes.
- Participating in meetings with stakeholders.
- Reviewing the progress of our project on daily basis and Publishing project progress report with all the stakeholders.
- Provide analysis of key metrics and recommend improvements.
- API testing and mapping the same with the Visual designs to deliver the required UI.
- Involved in Unit testing with all the integrated system and application modules for flawless project delivery.
- Creation of sprint backlog and Effort estimates for each module to ensure smooth sprint delivery
- Resource handling and resource optimization along with documenting reporting modules.
- Handling defect tracking and Bugs fixes for all releases.
- Analyzing the production support tickets basis of priority and responding to the end user with a solution or escalating it to the IT team.

Cybertech Systems and Software Ltd
Project Coordinator/ Operation Associate /Analyst
Responsibilities:

Mar 2020 till Dec 2021

- Project coordinator- Coordinate all the Quality Acceptance projects of North America & Western Europe, Lane Model Build Out for Highly Automated Driving.
- Barrier Review and Repair Coordinator- Coordinate with all PRs under PM group for Process updates on Barrier Review and Repair regarding their respective project status and suggest mitigation plans if any risks identified.
- Trainer- Trained new members for LDP, RAFT and Image Review projects during project lifecycle.
- Perform quality checks on data input to test validity of data.
- Active role in running of the project.
- Part of the QA\QC Team to track Quality maintenance and as per Standards.
- Has worked with Projects like Lane Design and Processing, Urban Features, Localization Signs and Objects for HAD delivering on time with 100% scope and Quality as per benchmarks set.
- Discussing project status with the team on daily basis.
- Planning and coordinating MDI activities for the project.
- Coordinating with Quality team and analyzing the challenges faced by the team.
- Coordinating with SPL team regarding the remedy ticket assigned to them.
- Responsible for creating Error Trend Analysis report (ETA) & Compliance report in MS-excel.
- Worked on data management, specifically on SQL server.
- Facilitated training for new joiners on a tool named Arcmap.

HERE Solutions India Pvt. Ltd

Project Coordinator/ Operation Associate /Spatial Data Specialist I
Responsibilities:

May 2017 till June 2018

- Subject Matter Expert (SME) at HERE and gaining knowledge on various aspects of business development.
- Handling Tickets for the queries and issues raised by the client for product related concern.
- Work with proprietary HERE tools such as Earthscape, Atlas Bison and Crowdfunder.

- Documenting SOP & Work instructions.
- Worked with IRT Team (Customer Escalations)
- Responsible for creation and allocation of work orders into Clarity Bearing to team members.
- Conducting weekly data analysis and presentations regarding the health of the projects with team and Stakeholders.
- Analyzing the Root Cause for quality gaps and initiating the Corrective and Preventive actions for the same (CAPA).
- Maintaining Quality data (Pareto, Fishbone)

INTERNSHIP/PROJECTS

College Admission Microsite (LIVE), VESIT	Environment: MYSQL, LARAVEL FRAMEWORK <ul style="list-style-type: none"> • Main objective of the Admission Microsite is to building a site that can be used for the registration and admission of students enrolling in various courses in VESIT.
Placement Preparation Website	Environment : PHP, LARAVEL FRAMEWORK, MYSQL <ul style="list-style-type: none"> • Main objective of this website is to provide all details regarding the Campus Recruitment Process in VESIT. • Students can give multiple aptitude tests online, can see their marks after the exam along with the correct answers.

INTERPERSONNEL SKILLS

- Comprehensive problem-solving abilities.
- Good verbal and written communication skills.
- Excellence in multi-tasking
- Good analytical skills
- Project Management
- SQL
- Change Management
- Team Player and effective leadership qualities.

PERSONAL DETAILS

Date of Birth : 20 August 1996
Gender : Female
Marital Status : Single
Nationality : Indian
Hobbies : Travelling and Listening music
Language Known : English and Hindi

DECLARATION

I assure you utmost dedication, commitment and result oriented service on my part.

PLACE: MUMBAI

DATE: 1st January, 2020

Yours Faithfully :

Shivam Kumari

