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Shipra Mahajan ⭐ Featured

Shipra Mahajan

IT Asset Management,Project Cordinator Prince Foundation and Practitioner Certified,Specialist,Seeking assignments int,Project Management,IT Governance,IT Assets Management,business Analysis,Stakeholder Management,Delivery Management,SAP, MS Project

Current Designation: Assistant Manager	Total Experience: 5 Year(s) 10 Month(s)
Current Company: HCL Tech	Notice Period: 1 Month
Current Location: Noida	Highest Degree: Other [Other]
Pref. Location: Noida	

Functional Area: IT Software - Application Programming / Maintenance

Role: Project Lead

Industry: IT-Software/Software Services

Marital Status: Married

Key Skills: specialist,project lead,testing,stakeholder management,system integration,sap,ms project,project management,it assets management,it governance,Data Governance,Vendor Management,Human Resource Management,Capex,Recruitment

Verified : 📞 Phone Number | Email - id

Last Active: 13-Jan-21   Last Modified: 13-Jan-21

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Summary

5 years of total IT Industry Experience in Ticket Handling, Document Management, Asset Inventory Management, SAP, SLA Report generation, Resource Management, Project code Creation (WBS Creation, Role mapping)Quality Analyst, Governance Boards, Working with Reputed Pharma Project Novartis and British Telecom.
Experience includes working on Profit Improvement Plan.
Experience in resource Management, Operations and Logistic Management
Good Knowledge about Compliance activities ,Distribution List Management
Strong foundation in CAPEX and Invoicing Management
Capable of learning new technologies and tools quickly.
Ability to work & gel in team oriented projects.

Work Experience

- **Tata Consultancy Services** as Assistant Manager
  Dec 2019 to Mar 2020

  Software and hardware asset management
  Service now
  Ticket management
  AMDB management

- **HCL Tech** as Assistant Manager
  Jun 2013 to Till Date

- **Wipro Limited** as System Engineer
  May 2012 to Oct 2012

  Working on internal tool, handling tickets query.

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Education

UG: **B.Tech/B.E. (Computers)** from **Maharishi Dayanand University (MDU), Rohtak** in **2012**
PG: **Other (Other)** in **0**

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IT Skills

Skill Name	Version	Last Used	Experience
C, C++ programming languages			
MS Office, SAP			
MS Project			
Hardware Asset management		0	1 Year(s) 0 Month(s)

Languages Known

Language	Proficiency	Read	Write	Speak
English	Expert	✔	✔	✔
Hindi	Expert	✔	✔	✔

Affirmative Action

Physically Challenged: No

Work Authorization

Job Type: Permanent

Employment Status: Full time