

NIKITA KAMLESH KALE

Bapu chaya building, Juinagar
Navi mumbai
9881641164
nikitakale0303@gmail.com

OBJECTIVE

Seeking a challenging position as a project coordinator by applying educational knowledge and technical experience as well as management skills on training employees and achieving targets smartly and in decided scheduled. To obtain the employment as a project manager at the organization that enables me to showcase my leadership as well as related skills.

EXPERIENCE

Total 5 years of experience in Project Management/Coordination, Documentation, Ownership, Administration, Development and Designing softwares with organizations like Cnergee technologies Mumbai, Prangan and AvicSoft Technology Pune .

Cnergee Technologies Pvt Ltd.

March 2018 - Till Date

Project Coordinator

Conducted project kick-off meetings, defined project objectives and scope, tracked risks, assumptions, and managed detailed project schedules.

Monitored time-sheets with time-lines and flagged potential issues to be addressed.

Managed multiple small to medium-sized web-based software development projects to successful implementation.

Developed and maintained productive working relationships with project owners, IT developers and other project stakeholders.

Conducted regular meetings, facilitated communications, ensured coordination, and cooperation among team members.

Planned and facilitated project review meetings to expedite requirements and resolution of project issues.

Guided the team on resource requirements, methodologies, tasks, dependencies, deliverable, risks, and other issues through the life of the project.

Assisted technical team with preparation of release notes for deployments.

Created status reports, daily task reporting, risks & issues associated with the projects using JIRA.

Verification of bugs raised from QA, deciding the feasibility and accordingly assigning tasks to team using JIRA.

Maintained the project and was instrumental in keeping it on schedule and within budget.

Entire projects managed till date - CRM project, World Bar Stock Exchange project including Ionic Apps and PWA management.

Prangan School, Pune.

February 2016 - January 2018

Administrative Coordinator

Managing staff, system related equipment, maintaining softwares, report generation, activity creation, events planning and many more other major decision making responsibilities for the growth of organization.

Developer cum Project Manager

I have been worked here as a Project Manager+Java Designer/ Developer, where my major role was developing software , meeting clients for their requirements, discussing those with the team, scheduling the targeted time lines and accordingly design and develop the project with the help of team.

EDUCATION	Padmashree Dr.D.Y.Patil college, Pune University	2014
	Maste In Computer Science, First Class	
	Padmashree Dr.D.Y.Patil college, Pune University	2011
	Bachelor In Computer Science, First Class	
	HRM College, Rajgurunagar, Pune.	2007
	HSC - Science, Second Class	
	K.T.E.S. English Medium School, Rajgurunagar, Pune.	2005
	SSC, Higher Second Class	

TECHNICAL SKILLS	Understanding of technical Languages. Known with Web Technologies: HTML, XML Database understanding. Platforms Known: Windows XP, 7, 8, 10
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ACHIEVEMENTS & AWARDS	Participated & won many sports activities like volley ball, badminton, cricket etc. Participated in Rajyapuraskar held by scout & guide. Participated in camps as a helping hand to children and old age homes. Participated in drama plays, trekking adventures etc.
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INTERESTS	Team management & coaching people. Being Accurate and with Patience. New Learning with fast grasping & Problem solving attitude.
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PERSONAL STRENGTHS	Personal Management. Leadership, sporty nature. Conversant with Designing, Documentation, and Implementation of software. Highly committed individual. Able to perform under pressure.
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PERSONAL PROFILE	Date of Birth	: 03/10/1989
	Marital Status	: Married
	Nationality	: Indian
	Known Languages	: English,Marathi,Hindi

DECLARATION	I hereby declare that the provided information is correct to my knowledge and belief.
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