

Pratibha Jathar

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PROFESSIONAL SUMMARY

A diligent Project manager with 5+ years of experience. Passionate about understanding customer needs and delivering solutions that address them. Excels at product strategy, building strong relationships with engineering teams, clients and other stakeholders. Excellent communicator who knows how to make every client and employee feel at ease and important.

AREA OF EXPERTISE

Resource Utilization
Process Improvements
Risk Analysis

Project Management
Vendor Management
Client Communication

Product Management
Cross Functional Team
Agile Development

EXPERIENCE

MH-18 THE TASTE OF MAHARASHTRA

AHMEDABAD, GUJARAT

FEB'2020-PRESENT

Entrepreneur

- The purpose of the start up (cloud kitchen) was to take advantage of the resources available due to covid pandemic and optimum utilization of sabbatical leave.

XAPTON SHARP SOLUTIONS

AHMEDABAD, GUJARAT

OCT'19 – DEC'19

Project Manager and Business Analyst (Remote Placement on temporary basis)

Roles and Responsibility –

- Manage project activities such as requirement gathering, analysis and documentation
- Translate business requirements into functional specifications and share with developers and Freelancers.
- Leading a team of 5 developers working on development in PHP.
- Assist developers with any functional queries.
- Suggest Product Improvement ideas to Senior Management and Client.
- Organizing and managing projects and tasks through JIRA.
- Train team members on adherence to Project Management tool.
- Worked Closely with Developers and Freelancers over the development status and make sure the timely delivery.
- Regression testing and impact analysis in every release.
- Perform user acceptance testing in the final project.
- Calculate Billable Utilization of resources

Projects:

1. Co-Working Space Management Software included a web app and a hybrid mobile application
2. A web Portal and user mobile app to connect government raised schemes with the common users

EMXCEL SOLUTIONS PVT. LTD.

AHMEDABAD, GUJARAT

DEC'17 – SEPT'19

Project Co-ordinator , Role – Project Co-ordinator

Roles and Responsibility –

- Spearheaded a team of 30+ that includes Business Analysts, Developers and QA resources of Products BeepnRide, BeepnBook.
- Host daily stand up meeting with team members of their respective projects
- Managing the complete delivery of assigned projects within timeline and quality using various Agile Methods e.g. Scrum, Kanban etc.
- Act as subject matter expert in all aspects of project management including understanding current processes, identifying challenges, providing possible solutions, and project performance monitoring.

- Facilitate and coordinate the work of multiple project teams engaged in the establishment and implementation of new projects to support the Project Manager
- Detailed Risk Assessment by analyzing documentation, adequate resource allocation, managing resource backup, etc.
- Guide the team on resource requirements, tasks, dependencies, deliverables, risks, and other issues through the life of the project.
- Retrospect sprints with team and therefore identify the challenges followed by scheduling trainings or certifications as required
- Identify performance gaps at project team level, define training needs to upscale Team performance and provide timely feedback to team as and when required.
- Reporting optimum utilization of resources

Project Co-ordinator , Role – Product Owner

Roles and Responsibility –

- Managing a team of 8 that includes Senior and Junior Business analyst of BeepnRide and BeepnBook Product.
- Handle the product development cycle from prototype development to final delivery of BeepnRide, BeepnBook Products.
- Guide product team to translate business requirements into functional specification as and when required.
- Assist product team in overcoming inefficiencies, problems and inconsistencies by coming up with feasible solutions.
- Ensure that specifications, Functional Specifications, Use cases, validations are documented as per standard format and with quality.
- Suggest Product Improvement ideas to Senior Management as and when required.
- Hire, train, supervise, and evaluate senior as well as junior product team members.

Projects:

1. **BeepnRide** – Consists of web portal and multiple apps to connect Travel Operators with their drivers and End Users
2. **BeepnBook** - Extended product of BeepnRide for Corporates
3. **BeepnVisit** - Multiple webapps and an end user app for Visitor Management
4. **BeepnStay** – Hotel Management Portal

eCLINICAL WORKS INDIA PVT. LTD.

AHMEDABAD, GUJARAT

FEB'14 – JUN'17

Project Manager, Post Implementation

Roles and Responsibility –

- Served as a mentor to the team of 25+ as per the internal requirement
- Organized, planned and managed bulk Data Center moves project that was completed on time and with quality.
- Managed Implementation of EHR Project that includes Addition of new service modules, Technical upgrades, Hardware upgrades, version upgrades, Device integrations, Integration with third party vendor applications, etc.
- Translated business user concepts & ideas into comprehensive business requirements and documents as well as performed GAP analysis as and when required.
- Managed assigned projects from inception through execution that includes project planning, project schedule, resource management, risk assessment and management etc. as well as drafted policies, procedures and SLA's.
- Implemented and managed multiple client review processes, which ensured customer satisfaction.
- Served as a point of contact for customers and internal team, communicated effectively with them regarding project status, presenting effective reports (oral and written) to all levels.

EDUCATION

SOM-LALIT INSTITUTE OF BUSINESS ADMINISTRATION
Bachelors of Business Administration

AHMEDABAD
2012

DHARAMSINH DESAI UNIVERSITY
Masters of Business Administration

NADIAD
2014

TECHNICAL SKILLS

- OS: Windows;
- Desktop Skills: Outlook, Word, Excel, PowerPoint, SharePoint, Jira, Redmine, Visio, Balsamiq