

Trupti Darade

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Skill Profile

Enterprise Project & Portfolio Management (EPM/PPM/EPPM) | Microsoft Project Online | Microsoft Project Professional | PMO | Microsoft Project Server | SharePoint Designer | Excel Services | Project Management | Schedule Management | Project Control and Coordination | SharePoint Configuration

Experience Summary

- More than 2.5 years of work experience
- Currently working as Techno Functional Consultant for Project & Portfolio Management with NDS Infotech
- Rich experience across Microsoft Stack of Project and Portfolio Management Solutions which comprise of Project Online, SharePoint Online, Project Server and Project Professional
- Ability to drive customer engagements and interactions and configure PPM systems to help customer achieve end goals
- Earlier worked with Reliance Industries as Purchase Assistant for Project Procurement

Experience Profile

NDS Infotech	September 2015 till date
<ul style="list-style-type: none">• Requirement understanding for Project and Portfolio Management systems through conducting detailed workshops and walkthrough sessions with clients• Preparation of detailed requirement documents and user stories• Design and configuration of Microsoft Project Online / Server , SharePoint Online / Server according to business requirements• Development of list and site workflows using SharePoint designer to meet business requirements• Standardizing project schedules and preparing standard templates for project planning• Defining milestones and setting up tasks dependencies to achieve end planning goal• Configuration of custom fields in Project Online/Server/Project Professional to meet user story outcome using formulas, graphical indicators• Creation of custom Project Details Pages (PDP's) in Project Online to meet form requirements• Creation of custom views in Project Online for Project and Task level• Customizing Project workspace template to suit project requirement• Designing and developing reports using Excel Services and Power BI	

- SharePoint configuration for extended features and integration with Project Online/Project Server
- QA & Unit Testing – SharePoint Apps, Microsoft Project Sever / Online Implementations
- Preparation of user manuals, administration guides, best practice documents for Project Online/Project Server, SharePoint Online/Server, Test Case Documentation
- Day to day issue handling and administration for Project Online/Server, SharePoint Online/Server
- Conducting end user workshops and trainings on Microsoft Project Online/Server/Professional to drive adoption

Reliance Industries Limited	February 2014 – March 2015
<ul style="list-style-type: none"> • Handling and maintaining Quality related issues for these parts at supplier end. • Processing Purchase Orders & Work Orders after evaluating the quotes technically and commercially. • Follow up with suppliers according to lead time. • Working at SAP & SPM for purchase orders & work orders processing and inventory handling. • Regular supplier performance evaluation through database provided in working place. • Processing payments of vendors. • Generating & Maintaining MIS reports 	

Key Projects

Project Name	Portfolio and Program Management System Implementation for Managing New Product Selection and Launch Projects
Client Name	CIPLA Pharmaceuticals
Role	Functional Consultant
Technology Coverage	Microsoft Project Online Microsoft Project Professional Microsoft SharePoint Online
Duration	4 Months

Project Name	Enterprise Project and Change Management System Implementation
Client Name	Cigna TTK Health Insurance
Role	Techno Functional Consultant
Technology Coverage	Microsoft Project Online Microsoft Project Professional Microsoft SharePoint Online
Duration	9 Months

Project Name	Enterprise Project Management System For Tracking Projects
Client Name	Concordia International
Role	Techno Functional Consultant
Technology Coverage	Microsoft Project Online Microsoft Project Professional Microsoft SharePoint Online
Duration	3 Months

Project Name	Enterprise Project Management System For Introducing New Projects
Client Name	Concordia International
Role	Techno Functional Consultant
Technology Coverage	Microsoft Project Online Microsoft SharePoint Online
Duration	2 Months

Education Profile

POST GRADUATION | 2013 | D. G. RUPAREL COLLEGE, MUMBAI

- Information Technology
- Project Work: Image and Video Translator

GRADUATION | 2011 | SMT CHM COLLEGE

- Information Technology
- Project Work: Bank Accounting System, BookMyShow.com Website Static Design

DIPLOMA | 2008 | INSTITUTE OF TECHNOLOGY

- Information Technology
- Project Work: Website Development for an Electrical/Power Solutions Firm

Personal Details

Fathers Name: Mr. Vilas Darade

Date of Birth: 10th November 1990

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