

Assistant Project Manager Assistant Project Manager Assistant Project Manager - Dragonetti Brothers Landscaping Nursery and Florist Inc Jersey City, NJ Work Experience Assistant Project Manager Dragonetti Brothers Landscaping Nursery and Florist Inc - Brooklyn, NY July 2018 to Present

Developed project plans and maintained them throughout the project to support the project manager

Assisted in the development of project proposal, cost estimates and budgets

Coordinated and managed the project from the initiation phase to deployment phase

Defined project schedules, allocated the required resources and monitored the progress

Tracked and reported the project status updates to the Project Manager

Managed the project risks

Served as point of contact for project information and updates

Participated in project planning meetings, reviews and provided input into project's scope of work and specifications

Performed meetings with the clients to take the detailed ordering briefs and clarify special requirements of the project

Presented the reports on progress as well as problems and solutions to the stakeholders

Prepared and directed the preparation of project studies, reports and review technical and project submittals for compliance with the contract documents

Conducted a project evaluation to assess how well the project was managed

Database Administrator Margin5 Solutions Pvt. Ltd - Mumbai, Maharashtra July 2015 to August 2016

Managed and supported 2+ MS SQL Servers with 20+ databases for all database activities

Helped in upgrading database servers from lower version to higher version

Participated in requirement gathering and analyzing for new application development

Worked on creating, planning database structures for online and web applications

Created logical and physical models of table structures and implemented the same in database

Created tables, views, stored procedures and triggers for business functionality

Analyze the requirements of stakeholders to create Business Requirement Document, Data model diagrams and Wireframes/Prototypes on the basis of process flow

Education Master of Science (MS) in Information Systems in Science and Information Systems Pace University, Seidenberg School of Computer Science and Information Systems - New York, NY May 2018

Bachelor of Engineering in Computer Science St. Francis Institute of Technology, Mumbai University - Mumbai, Maharashtra May 2016

Skills Microsoft access, Ms sql server, Sql server, Mysql, Sql, C++, Html, Ms project, Php,

Python, Visio, Sharepoint, Tableau, Java, jquery, Css, Html5, Linux, Matlab, Windows 7 Additional
Information TECHNICAL SKILLS Databases: MS SQL Server 2016/2014/2012, MySQL, Microsoft
Access Operating System Windows 7/10, Mac OS, Linux Programming Languages: R, C, C++,
JAVA, HTML, Python Web Designing: Java Script, HTML, CSS, HTML5, JQuery Software & Tools:
MATLAB, Microsoft Office, MS Project, PHP, Tableau, SharePoint, Visio

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