

SHAILLY

Project Manager

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SUMMARY

I am a highly energetic and potential Project handler, skilled in streamlining operations and maintaining schedules to ensure maximum customer satisfaction and business revenue. Experienced in coordinating teams and resources to complete objectives. Organized and detail-oriented with proactive and hard-working nature. I feel, I would be an asset to your team and would appreciate the opportunity to exhibit my strength.

I lead the aspects of Project life cycle/ SDLC, from its initiation to completion, including Requirement analysis, planning, risk management, client interaction and delivery.

Managing various project management tools such as JIRA, JobTraq, DOW, Lish, Work management system, SQL, ZOHO projects, MS project and others.

Monitoring & controlling projects quality with respect to triple constraints (Scope, Time, Cost).

I manage the hybrid methodologies (Waterfall/ Agile/ Scrum) for managing the projects.

SKILLS

Project management	360-degree Analysis	Service delivery
Team management	Grievances handling	Business strategy
Business Documentation	CRM	Requirement analysis
Reports creation	Vendor management	

EXPERIENCE

Project manager

DIGITAL WEB ANALYTICS AND OPTIMIZATION (DWAO)
PVT. LTD.

Mar 2019- August 2019
Delhi

Roles & Responsibilities:

- Responsible for pre and post sales activities such as proposal writing, project kick-off meeting, Demo/presentation, SOW & BRD creation, Project plans, Delivery, etc.
- Consulted various reputed clients such as TLC, Droom, Matrix, Lenskart, Reliance, MyGlam, etc.
- Lead an expert production team of 35 members.
- Share knowledge with the Client regarding the Adobe solutions i.e. Adobe analytics, target & Campaign.
- Lead and track the status call with a client for the existing project to provide them the necessary updates. Also, manage the launch call at the initial stage of a new project to determine and articulate project scope as well as the client's expectations.
- Comprehend the business requirements and suggest the best possible use cases to full fill business needs and manage customer expectations proactively to maintain high satisfaction.
- Manage Project backlog, Project increments and maintain the progress of sprints. Also, share the detailed reports to stakeholders on a regular basis for clear understanding.
- Manage client, partner (Adobe) as well as my team and raise the billing for PO/invoice against the working hours invested by my team in accomplishing any project.

Associate Project Manager
APTARA CORPORATION/ TECHBOOKS INTERNATIONAL PVT.LTD.

May 2017 to Dec 2018
Noida

Roles &Responsibilities:

- Responsible for managing the whole project life cycle for the launch call until the closure of the project.
- Lead an expert production team of 20-25 workers in different shifts.
- Taking care of digital solutions such as Animated e-books conversion, newsletters, reflow e-book, automobile manuals, digital travel guide, etc.
- Managing various reputed clients such as Amazon, Disney, Mitchell1, Penguin, Lonely Planet, etc.
- Perform Data analytics and create dashboards (detailing database changes and performance)/project reports to have a fair picture of inventory as well as revenue and to facilitate decision making.
- Gather the client requirements and create the work break down structure.
- Act as a bridge between team and client. Also, take timely follow-ups from the clients for inventory and pitch the existing client for new projects.

Project coordination
SHILPI COMPUTERS PVT. LTD.

June 2015 – April 2017
Noida

Roles &Responsibilities:

- Taking care of video, digital marketing, and mobile application projects.
- Carrying out process modeling and related improvements and preparing detailed documents related to various business requirements such as BRD, FRD, Epic.
- Attending team meetings/ JAD sessions, discuss the client's requirements or expectations and note queries raised by the team which is needed to be raised in front of stakeholder.
- Generate demand by doing client counseling and providing them the optimal solutions regarding their problems (Up-selling and cross-selling).
- Handling the client's replies, negotiation process, and timely deliveries. Making accurate, rapid cost calculations and providing customers with quotations.
- --Worked with UPDESCO projects for Government project tenders.-----

EDUCATION

MBA (Marketing, Operations & IB)

75 %

Dr. Akhilesh Das Gupta Institute of Technology & Management (Formerly NIEC),
New Delhi- GGSIPU
2014 – 2016

BBA (Management)

72%

Institute of Technology & Science, Ghaziabad- CCS
2011 – 2014

COMPUTER AND TECHNICAL SKILLS

Advance Excel
Project Management Tools
SDLC

Dashboard Creation
Adobe Analytics

JIRA
MS projects