

Apeksha Pandya

Associate Project Manager

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SUMMARY

Result-orientated project manager with 5 years of experience covering project management including developing, implementing and supporting complex project for fast growing company. A fast and eager learner, I am detail oriented and adapt to changing project requirements quickly to meet business goals.

PROFESSIONAL EXPERIENCE

Associate Project Manager

FactoHR

2022 - Present Navi Mumbai

- Manage and execute projects using Scrum and Agile Framework.
- Facilitate Scrum ceremonies including sprint planning, daily stand-ups, sprint reviews, and retrospectives.
- Collaborate with product owners to ensure clear understanding of project goals and requirements.
- Track project progress, manage risks, and remove impediments.
- Promote Agile Practices and foster a culture of continuous improvement within the team.
- Ensure timely and quality delivery of project increments.
- Strong understanding of website and mobile application.
- Proficiency in managing HRMS tools

Project Co-ordinator

Searcx

2019 - 2022 Gujarat

- Assist in project planning, including defining project scope, objectives, and deliverables.
- Develop and maintain project schedules, timelines, and resource plans to ensure project milestones are met.
- Coordinate project activities and tasks, assigning responsibilities to team members and tracking progress.
- Facilitate communication among project stakeholders, including team members, clients, and vendors.
- Configure, customize, and maintain PeopleSoft modules.
- Organize and lead project meetings, documenting meeting minutes, action items, and assist in preparing project status reports, presentations, and other project documentation for stakeholders.
- Collaborate with cross-functional teams to ensure alignment of project activities with organizational goals.

Software Developer

Angel Infotech

2016 Gujarat

- Develop and maintain front-end code bases using HTML and CSS to create engaging and interactive web experiences.
- Collaborate with UI/UX designers and back-end developers to implement design concepts and ensure seamless integration with server-side functionality.
- Optimize web pages for performance, speed, and SEO best practices, including minification, image optimization, and lazy loading techniques.
- Ensure cross-browser and cross-device compatibility by testing and debugging code across various browsers and devices.
- Implement responsive design principles to ensure consistent user experience across desktop, tablet, and mobile devices.
- Stay updated on emerging web technologies, standards, and best practices to continually improve skills and enhance development processes.

SKILLS

Scrum	JIRA	Agile	HTML & CSS
Payroll	Implementation	Onboarding	
Project Management	Agile Practices		
Kanban	Scrum Practices	Zoho	
Microsoft PowerBI			
Microsoft Project management	HRMS		
HCM			

EDUCATION

Post Graduation Program in full stack

Caltech University

2024 - 2025 Location

Bachelor's of Computer Application

Saurashtra University

2013 - 2016 Location

LANGUAGES

English	Proficient	●●●●●●●●
Hindi	Proficient	●●●●●●●●