

# ADITI VINOD ADVIRKAR

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**Objective:** To work in a company where acquired skills will be utilized towards continued growth.

## Academic Qualification:

Sr.No.	Degree	Board\University	Year of passing	Percentage
1	PGDM (SCM)	Prin. L.N.Welingkar (UGC-DEB)	2019	78.00
2	B.Sc. (Chemistry)	Mumbai	2012	55.00
3	HSC	Maharashtra Board	2006	54.67
4	SSC	Maharashtra Board	2004	75.60

## Professional Qualification:

- Completed GNIIT (Software Engineering) course from NIIT LTD.
- Successfully completed TUV India - Internal Auditor Training on ISO 9001:2015 course.
- Six Sigma White Belt certified from Council for Six Sigma Certification.
- Certified ScrumMaster® (CSM®) from Scrum Alliance, Inc.

## Skills:

- Microsoft Word, PowerPoint, Excel, JIRA, Confluence, Tableau, SharePoint, Project Management, Project Coordination, Team handling, Project Planning, Project Initiation, Project Execution, Delivery Management, Stakeholder management, Quality Management, Quality Control, Scrum, Agile Methodology, Kanban.

## Work Experience:

- Total work experience of 12+ years in ITES & Service industry in Project Management & Team Handling along with production, quality & deliveries of projects.

## Accenture Mumbai: July 2022 to present

### Senior Analyst (Program & Project Management)

- Create weekly & monthly reports to share with clients and stakeholders as part of PMO Operations Team.
- Roll-On & Roll-Off Team members and support Onboarding & Offboarding activities.
- Working on creating decks and facilitation of meetings.
- Shared ideas for process improvement and time savings.
- Support issue mitigation and query resolution.

## Here Solutions Mumbai: June 2011 to June 2022

### Senior Spatial Data Specialist (Project Coordinator):

- Working on planning, execution and delivery of projects along with daily activities ensuring on-time deliveries with quality to meet project KPIs (Key Performance Indicators).
- Identify and mitigate risks for projects and prepare Quality Control Plans (QCP).
- Publish weekly reports with FTPR, DPMO, Quality scores along with ETAs and share with project leaders and managers.
- Publish monthly reports of project SLAs and share with Managers and Quality Team.

- Part of Data Assurance Team and performed quality checks for a project.
- Identify gaps in project documentation and provide suggestions for improvement.
- Support in performing RCA and identifying CAPA for internal stakeholders as well as vendor.
- Lead FMEA for multiple processes to identify potential scope for process improvement and automation.
- Helped to improve project FTPR from 49 % to 96 % as part of Kaizen workshop.
- Coordinate with stakeholders to understand project requirements to manage scope and deliveries.
- Schedule and lead meetings with stakeholders and create MOMs.
- Coordinate with Quality, Operations and other departments to facilitate smooth project execution.
- Worked on projects following Agile, Scrum, Kanban, Six Sigma.
- Worked on budget monitoring and control along with Project Leader.

#### **Spatial Data Specialist II:**

- Planned and executed project transitions successfully across different locations along with team leader.
- Prepared and drove roadmap for several customers within defined timelines with quality.
- Created resource and delivery plan for project along with monitoring of daily metrics and quality.
- Successfully completed a project pilot which was further received as continuous ongoing project.

#### **Spatial Data Specialist I:**

- Got trained on new projects, performed production & started supporting project management activities.
- Handled multiple projects as a Project Responsible/Quality Responsible of various countries globally.
- Handled weekly calls with stakeholders for sharing status updates on work assigned.
- Assigned work to team members, created training and mentoring plans.

#### **Achievements:**

- Awarded with Operational Excellence Award for Project Planning & Execution for Quality Related Processes.
- Awarded with Peer-to-Peer Recognition by stake holders for massive on time critical delivery
- Awarded with Golden Impulse Award twice for walking the extra mile with self-initiative.

#### **Co - Curricular Activities:**

- Successfully completed Team Building training.
- Successfully completed Developing Business Professional training.
- Successfully completed Interpersonal Skills training.

#### **Extra-Curricular Activities:**

- Passed Intermediate Drawing Exam.
- Certificate of participation in RAHI (Rise Against Hunger) initiative.

#### **Personal Data:**

Date of birth: 21-12-1988  
 Gender: Female  
 Nationality: Indian  
 Marital Status: Unmarried  
 Languages Known: English, Hindi and Marathi

I hereby declare that the information provided in this document is true to the best of my knowledge.

Date: 13-10-2023

Ms. Aditi V. Advirkar