



Afreen Khan

ASSISTANT MANAGER- PMO

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 December 17, 1996

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SKILLS

MS OFFICE – (Excel)	SAP
JIRAs & Kanban Board	Bison Control & LWT
Service Now Portal	Sprint Review, Planning & Retrospective
BOQ Finalization	Releasing PR/PO
Creating QCDOP	Budget Planning
Scrum & AGILE	

INTERESTS

ReadingSports

LANGUAGES

English Expert ●●●●●	Hindi Expert ●●●●●
Arabic Intermediate ●●●○○	Marathi Intermediate ●●●○○

AWARDS

Spot Recognition
HERE TECHNOLOGIES

6.8 Years’ total work experience and 5.1 Years’ experience as highly skilled in Project Coordinator and Project Management functionality in end-to-end project execution activates which includes Budget and Resources Planning, Data Analysis and Validations, Scope Validations and Document keeping, Creating Dashboards and Templates for Stakeholder Coordination, Communication, Risk Assessment, Mitigation Planning, and other activities for smooth Closure. Closing monitoring Systems analytics, design and research activities in the field of IT - development, restoration and maintenance of requirements for software product, tools, complex software and hardware, automated information system or automated control system throughout their life cycle.

WORK EXPERIENCE

Omkar Realtors Pvt. Ltd. Sales Executive	(April 08, 2017 - March 20, 2018)	Omkar Realtors Pvt. Ltd. Senior Sales Executive	(March 21, 2017 - September 16, 2018)
<ul style="list-style-type: none">Coordination & Communication with team lead, sales IN charge, telecallersProspect leads, scheduled meetings and converted targets into customers.Providing Training & Mentoring to tele callers 4, Presentations to clients regarding the projectMarketing Strategies to attract clients for visiting the site		<ul style="list-style-type: none">Shaped sales approaches to individual clients. Facilitating relationships with customers and driving revenueEmployed effective problem-solving techniques, increasing client satisfaction ratings.3.Utilized multiple marketing strategies to improve profitability.Generating leads and follow up with each client	
HERE Technologies GIS Analyst-Project Coordinator	(September 17, 2018 - October 07, 2022)	CMS Computers Limited Assistant Manager (PMO)	(October 10, 2022 - Present)
<ul style="list-style-type: none">Conducting Scrum calls on daily basis to understand the project progress and challenges Implementing Agile Methodology by conducting Scrum calls, Sprint Planning/Review/Retrospective s.Assist Project Leader in Project planning activities i.e., Cost Plan, Resource, Metric and Quality Management.Received Recognitions on MCO level for submitting more than 8 Best practices/Ideas/Lesson Learnt in single month.Maintain repository of best practices and foreign languages.Impart project specific training to all the new members.Idea was raised and implemented in the process to eliminate waste, delivered savings of ~22668 Annual Hours.Glitch was identified and enhancement was made in the tools which helped in delivering Quality ProductConducting Sprint Planning, Review and retrospective		<ul style="list-style-type: none">Conducting weekly calls with stakeholders, Project managers, Project Team to discuss project progress, risks and challenges, following up and closing each mentioned activities within timeline.Integration and operational capabilities for complex multi-dimensional projects. (ITMS/ATCS/EMS)Preparing documentations as per RFP and SOW.Preparation of inception report with the help of BU head, Project Managers, Vendors, Field Engineers etc.Finalization of BOQ (Bill of Quantity) as per the scope of the project.Releasing PO/PR in SAP as per the requirement and ensuring the timelines.Helping in successfully delivering the materials on site (Traffic lights, Controller, CDT, VMD, ANPR, Cameras) etc. within timeline also helping the P&D team in procurement of software products like mobile apps, meters, modems etc.Guesthouse/Warehouse finalization for each locations.Clearance of pending dues with the help of Commercials and Accounts Team.	

EDUCATION

Guru Nanak Khalsa College Of Arts, Science & Commerce
Bachelor Of Science

(April 16, 2012 - May 17, 2017)