

Vallikkannu Nagappan

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Professional Profile

- As a Project Coordinator, managed deadlines across the team to ensure the project is delivered on time.
- As a Scrum Master, supported Project Managers with Administrative tasks such as collecting data and tracking project success using JIRA Software, scheduling meetings to coordinate project, providing status updates and monitoring budgets and other financial documents.
- Scrum Master Certified from Scrum.Org(PSM1)

Core Skills

- Project Planning
- Scheduling
- Testing
- Project Reporting
- Project Delivery
- Agile Methodologies
- Presentation
- Document Management
- Project Management
- Time Management & Leadership Skills

Work Experience

- | | |
|--|------------------------|
| 1. Project Coordinator & Scrum Master, Penang, Malaysia | - June 2022 – Present |
| 2. Scrum Master, Kuala Lumpur | -June 2022 – Dec 2022 |
| 3. Assistant Operations manager, Penang Malaysia | - Nov 2012 – Feb 2022 |
| 4. Software Engineer in Value Source Technologies, Chennai | - Nov 2009 - July 2012 |

Technical Skills

Software: JIRA Software, Google Sheets, Microsoft Teams, Adobe Photoshop, Excel, Microsoft Office, GitLab, PHPMyAdmin, Anaconda

Programming Languages: HTML, CSS, Java, SQL, Python

Education

Year of Passing	Degree/ Standard	School/ Institution	Board/ University	Percentage (%)
2009	B.TECH-IT	Saveetha Engineering College,Thandalam	Anna University, Chennai, Tamil Nadu	85.5%
2012	MBA - Finance	SCDL	Symbiosys University, Pune, India	75 %
2024(On going)	PGP- Data Science & Business Analytics	Great lakes Institute of Management	Great lakes Institute of Management	-

Additional Details

Certifications:

Scrum Master – From Scrum.Org | Issued on Dec 2022

Train the Trainer – From HRD Corp | Issued on Oct 2022

CNE6- Silver – From IPv6 Forum | Issued on Feb 2023

Hobbies & Interests: Yoga, Sketching, Volunteering , Running, Hiking

Languages Known: English, Tamil, Malay

Career Summary

June 2022 – Present

CrystalViewHD Sdn Bhd, Penang, Malaysia

Scrum Master

Outline:

Working within CliteHD Project team, overseeing the delivery of all Video Conferencing projects to strict standards, budgets and deadlines.

Key Responsibilities:

- Resourcing Project staff and scheduling workload.
- Preparing project meeting agenda and taking notes during meetings.
- Testing the Laravel and SQL codes from client point of view, streamlining the codes and pushing the codes to the server using GITLAB.
- Managing deadlines across the team to ensure the project is delivered on time using the JIRA.
- Formatting project documents and distributing to team members
- Storing all project information and documentation within organization file server for easy access.
- Managing stakeholders, communicating and updating when necessary.
- Working to strict Agile Framework.

Key Achievements:

- Reduced Project spend by 20% whilst maintaining agreed timelines and deliverables.
- Delivered CliteHD Server, 2 months ahead of expected handover date.
- Identified and removed performance flaws in legacy systems, resulting in cost saving for the business.

June 2022 – Present

NLTV Education, Penang, Malaysia

Project Coordinator

Outline:

Working within NLTV Education Project team, overseeing the delivery of website enhancement projects to strict standards, budgets and deadlines.

Key Responsibilities:

- Resourcing Project staff and scheduling workload.
- Preparing project meeting agenda and taking notes during meetings.

- Testing the PHP and SQL codes from client point of view, streamlining the codes and pushing the codes to the server using GITLAB.
- Managing deadlines across the team to ensure the project is delivered on time using the JIRA.
- Formatting project documents and distributing to team members
- Storing all project information and documentation within organization file server for easy access.
- Managing stakeholders, communicating and updating when necessary.
- Working to strict Agile Framework.

Key Achievements:

- Implemented auto-notification module, that increased website efficiency by 50%.
- Introduced the concept of module-breaking, decreasing work time by 65%.
- Directed 3 teams to work on different projects, ensuring the success of all assigned project modules.

June 2022 – Present

VHGlobal Telehealth Consultancy, Penang, Malaysia

Business Analyst

Outline:

Leading within VHGlobal project team, from inception to handover, ensuring that all deliverables are met withing budget and timelines.

Key Responsibilities:

- Resourcing Project staff and scheduling workload.
- Preparing project meeting agenda and taking notes during meetings.
- Formatting project documents and distributing to team members.
- Creating high level project reports for stakeholders.
- Working with Stakeholders to define requirements and milestones.
- Managing project handovers and capturing lessons learnt.
- Uploading our project flutter apks to Apple/Microsoft/Playstore compliance.

Key Achievements:

- Delivered Mobile Apps within budget and deadline, producing downloadable apps in Google play store and & IOS AppStore for VHGlobal patients and practitioners.
- Successfully published mobile apps over 7 months.
- Improved website resulting in increased app functionality, performance, users & speed.
- Identified and removed security & performance flaws in legacy systems, resulting in saving for the business.
- Drastically improved standards by implementing new features into Web & Mobile App.

June 2022 – Dec 2022

The Kambyan Network, Penang, Malaysia

Scrum Master

Outline:

Responsible for delivering the projects to clients, ensuring that all stakeholder requirements are met.

Key Responsibilities:

- Resourcing Project staff and scheduling workload.
- Preparing project meeting agenda and taking notes during meetings.
- Identify, Manage and mitigate project risks and issues.
- Managing stakeholders, communicating and updating when necessary.
- Working to strict Agile Framework.
- Storing all project information and documentation within company's local File server, for easy access.

Key Achievements:

- Delivered ManUsIA DevOPS within budget and deadline, producing facilities for Autonomous Weeding and Harvesting using Drones.
- Successfully delivered 2 listed requirements to clients over 6 months.
- Resolved 70% of complaints within agreed service timeframes.

Nov 2012 – Feb 2022

Gem's Restaurant & Indian Palace, Penang, Malaysia

Assistance Operations Manager

Outline:

Responsible for efficient restaurant operations, maintaining high production, productivity, quality, and customer-service standards. Coordinating daily front of the house and back of the house restaurant operations

Key Responsibilities:

- Managing operations of 2 high volume restaurants.
- Analyze and plan restaurant sales and organize marketing events and promotional plans accordingly.
- Generating detailed daily, monthly, quarterly and yearly reports on business, staff and profit.
- Set budget and execute plans for sales, product purchase and staff development.

Key Achievements:

- Implemented a delivery system that helped increase sales for the restaurant.
- Managed the store and analysed sales for profits and losses throughout the month
- Resolved customer dissatisfaction and achieved customer confidence.

Nov 2009 – July 2012

Value Source Technologies, Chennai, India

Lead Developer

Outline:

- Directing the development team in the design, development, coding, testing and debugging of applications
- Writing testable, scalable and efficient code and leading code reviews
- Mentoring junior team members and ensuring they adhere to determined software quality standards

Key Responsibilities:

- Point of Contact (PoC) for the project and leading the team of 4 members.
- Analysis of the design.
- Preparation of test cases.
- Responsible for coding, unit testing and reviews.
- Interacting with client.
- Preparing MOM documents.
- Updating the planning sheet as well as the internal issue tracker.
- Prepare status reports for customer
- Daily customer interactions for technical discussion and design inputs.

Key Achievements:

- Have been awarded Trainee of the year and Star of the Quarter for my consistent performance.
- Have received appreciation mails from various clients worked with.
- Extensive experience in customer interaction and knowledge transfer of existing application.