

Career Objectives

Seeking a challenging career in Business Data Analysis and project management which encourages application of knowledge, allows acquisition of new skills and permits constructive contribution in the growth and development of the organization

Professional Summary

- Overall 7 years of experience
- Dynamic and result driven PMO professional experience in leading and optimizing project management processes.
- Proven expertise in driving strategic initiatives, streamlining workflows and enhancing overall operational efficiency
- Highly organized and capable planner with excellent attention to detail
- Strong communicator able to build strong relationships and convey complex issues concisely and accurately
- Good attention to detail and makes sure all outputs are of a sufficient quality
- Excellent spoken and written communications skills with strong attention to detail
- Demonstrable experience of being able to work to very tight timelines on multiple detailed activities simultaneously
- Data quality awareness, ability to track issues and deliver sustainable solutions

Professional Skills

- Data tools: MS office, SQL, Power BI, Python, Tableau
- Tracking tools: Clarity, JIRA,

Professional Work Experience

1. SENIOR OFFICER | MGS | JULY 2023

- Handling Japanese clients on project management activities
- Day to day coordination with team and HOD to run activities successful
- Assistance in preparation of project documents

2. CONSULTANT |CAPGEMINI PVT LTD|APRIL 2022 – JULY2023

- Proficiently handle all Business analyst, Data analyst and PMO activities, including investigation, analysis, reporting, staffing and onboarding/offboarding resources.
- Prepare and present detailed daily, weekly and monthly reports and presentations, effectively tracking and reporting project progress and status updates.
- Provide valuable insights and follow-ups to ensure projects remain ontrack
- Assist managers in resource management, allocation, and billing, ensuring optimal utilization of resources.
- Expertly manage project financials including actuals and forecasting for precise budget planning and decision-making.
- Possess hands-on experience in using JIRA for project tracking ensuring streamlined project

management and collaboration

- Communicate effectively with internal and external stakeholders, fostering strong collaborative relationships and facilitating seamless project delivery
- Maintain a strong focus on project quality providing timely feedback and implementing improvements to ensure high-quality project outcomes.
- Conduct quality improvement sessions and leverage PowerBI to generate insightful report
- Identify, define, and implement improvements to PMO processes, such as RAID management, planning, and change control, ensuring efficiency and effectiveness.
- Design and maintain project metrics to monitor and report performance proactively initiating improvement plans.
- Support project planning, milestone management, scope management, and change management across the project portfolio.
- Monitor progress, status, risks and technology spend to align with budget plans and ensure successful project outcomes
- Display a balanced approach of logical problem-solving and creative thinking, collaborating with senior stakeholders as a confident team player.
- Facilitate decision-making on resource allocation, planning, work assignments, and recruitment

3. SPATIAL DATA SPECIALIST II | HERE TECHNOLOGIES | JULY 2018 – MARCH 2022

- Managed multiple projects simultaneously as Project Responsible, ensuring successful project delivery and adherence to timelines.
- Served as a Subject Matter Expert (SME) for various project scopes, providing valuable insights and expertise to the team.
- Utilized proprietary tools such as Atlas, Map Creator, and ArcGIS to code attributes for effective navigation, improving project outcomes.
- Conducted quality checks (QIL, AQUA) for APAC country projects, offering feedback and conducting training sessions to enhance team performance.
- Skillfully managed budget allocation, optimizing resources based on demand analysis and reducing variance.
- Tracked project progress through various tools such as bearingtool to monitor performance and ensure project milestones were met.
- Developed and implemented best practices resulting in increased efficiency, reduced delinquency, and improved accuracy across projects.
- Efficiently managed stakeholder relationships and coordinated with senior-level management, ensuring alignment with project objectives.
- Assisted managers and team leads in risk assessments, root cause analysis (RCA), and exception handling to mitigate project risks effectively.
- Mentored new hires on project-specific guidelines, aiding in their successful onboarding and integration into the team.
- Collaborated with production teams, gathering project requirements through JIRA and creating use cases for tooling requirements.
- Identified improvement opportunities and created project charters for execution, resulting in time and cost savings.
- Actively participated in various agile cadences, including Daily Scrum, Iteration Planning, and grooming sessions, contributing to successful project outcomes.
- Ensured on-time project delivery with minimal errors, maintaining high-quality standards throughout the project lifecycle.
- Conducted quality management assessments for vendor projects working collaboratively to improve deliverables and overall project quality.
- Suggested innovative ideas and best practices to improve processes, driving continuous improvement within the organization.

4. ASSOCIATE | WIPRO PVT. LTD. | JANUARY 2017 – JANUARY 2018

- Started as chat associate later handled Quality process.
- Quality associate for Australia's Telstra chat process.
- Helps associate to communicate in professional way audit the chats and help associates to excel.
- Awarded best performer

Achievements and Recognitions

- Awarded 4 SPOT recognition for being Top Performer at organizational level in Here Technologies
- Recognition for E2E execution of projects.
- Appreciations for team support/team handling, training/mentoring.

Education

- Bachelor of Science (Information Technology) 2013-16
University of Mumbai

Personal Details

- DOB : 14/01/1996
- Gender : Female
- Address : A-15, Om Satchidand apt Sakharam complex. Dombivli west.421202
- Languages Known: English, Marathi,Hindi
- Hobbies : Reading, Travelling, Cooking

