

VARSHA BHARTI

CONTACT DETAILS

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Experienced Project Manager with around 7 years of proven success in the IT industry, specializing in cloud-based solutions, infrastructure management, data analytics, applications development, and machine learning initiatives. Skilled in orchestrating end-to-end project lifecycles by using Agile, Scrum, Waterfall technologies, experienced in resource management, and release strategies. Possesses an in-depth understanding of Azure, AWS, Big Data technologies, and a strong track record of delivering complex projects on time and within budget. Project Management Professional with good track record in planning, developing and delivering projects with strategic initiatives and experienced in interacting with key leaders as part of project transition.

CORE COMPETENCIES

Project Management
Compliance Management
Budget Management
Resource Management
Invoicing and Auditing
HCM Consultant
Demand and Supply Management
Quality Assurance

PROFILE SUMMARY

- PM professional offering over 6.10 years' of successful career with diverse roles in IT Project Management.
- Experienced in service transition, operations and delivery.
- Involved in end-to-end project handling viz - project estimation, planning, financial management and project management.
- Worked on agile, scrum and waterfall project methodologies.
- Strong client relationship management and business operations management.
- An effective communicator with excellent relationship building and interpersonal skills, strong analytical, problem-solving & organizational capabilities.
- Spearheading efforts across supervising & managing a team of professionals while conceptualizing various strategies
- Strong client relationship management and business operations management.

CERTIFICATIONS

- PMP
- CAPM
- CSM
- Az-104
- Az- 900
- ITIL 4® FOUNDATION
- PRINCE2®
- AWS Certified
- AI/ML, Data Pipeline & Workflow Services
- Six Sigma Black Belt: Strategic Planning and Deployment

IT SKILLS

- Trello
- MS Excel
- MS Office
- ZOHO
- CRM
- Budgeting
- Agile
- Scrum
- SAP Fiori
- MDM
- Service Now
- AzureDevOps
- Advanced MS Excel
- MS Project Plan
- Power Point
- SharePoint
- Cloud/Azure, GCP, Big Data, Machine Learning and AI services management.
- Project Planning And Execution
- Stakeholder Management
- Scope And Change Management
- Resource Planning
- ASANA

ACADEMIC BACKGROUND

- **MBA (HR)** from BBA University, Lucknow (2016)- Gold Medalist with 76% Marks.
- **Bachelor of Science (B.SC)** from University of Lucknow (2014).

Role & Responsibilities:

- Led cross-functional teams to design, implement, and manage complex data projects, resulting in enhanced operational efficiencies and data-driven decision-making. Proficient in identifying strategic opportunities for leveraging data to drive business growth and making informed decisions.
- Collaborate with cloud solution architects to design and implement cloud infrastructure solutions tailored to the project's requirements.
- Oversee the deployment of cloud services, ensuring smooth integration and optimal performance of applications and services.
- Developed and executed a comprehensive training program for end-users during the transition to cloud-based collaboration tools, leading to a seamless adoption process.
- Achieved a 95% adherence rate to project timelines and milestones for a complex cloud migration project, ensuring minimal disruption to business operations.
- Adept at fostering collaboration across cross-functional teams, managing budgets, and adhering to project timelines.

FIAME TECHNOLOGY- Project Manager**(October 2016-July 2022)**

Role & Responsibilities:

- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
- Organizing, attending, and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Stakeholder Management.
- Initiate on boarding process to offshore people.
- Prepares status reports and updates the same to the Management team.
- Perform regular project status calls on weekly and monthly basis.
- SOW Management, Project Creation, Resource Allocation, Project Status tracking.
- Purchase Order Management and Invoice Maintenance.
- Project Resource Management- Resource entry exit process, Utilization and Effort Forecast.
- Weekly interaction with project managers on staffing validation to assign the projects to the resources.
- Working on dashboard and publish to managers on monthly basis which includes the resources head count.
- Performed budget management tasks such as monitoring company performance against estimates and preparing budget to actual analysis.
- Timesheet compliance – Ensuring employee hours are tracked correctly and they are entered and submitted on time.
- Handling Independence of the client which involves tracking, monitoring and documentation.
- Familiar with SDLC and software methodologies.
- Preparing, reviewing and maintaining project documentation and reports.
- Multi-task, problem solving skills, quick learner and excellent team player.
- Ability and attitude to cope with unexpected requests and work under stringent timelines.

Projects Description:**Client : ARcare****Role : Cloud Project Manager****Roles and Responsibilities-**

- Azure migration project in which 17 SQL servers were migrated on client's on prem environment.
- Acts as a single central point of contact for asset decommissioning – coordinate activities with client, internal team members and finance team for successful asset decommissioning.
- Worked on the project billing and ensuring invoicing is raised on timely basis – coordinate with project manager, client and the finance team for timely invoice preparation.
- Project invoicing and payment receipt tracking on timely basis.
- Resource cost and margin forecasting and analysis.
- Work on resource onboarding and off boarding activities.

Project - National Australia Bank**Role - Project Manager****Roles and Responsibilities-**

- Project manager for short term projects.
- Acts as a single central point of contact for asset decommissioning – coordinate activities with client, internal team members and finance team for successful asset decommissioning.
- Work on the project billing and ensuring invoicing is raised on timely basis – coordinate with project manager, client and the finance team for timely invoice preparation.
- Project invoicing and payment receipt tracking on timely basis.
- Resource cost and margin forecasting and analysis.
- Working on the asset billing reconciliation on quarterly basis.
- Work on resource onboarding and off boarding activities.

Project - ACRO Services Corporation**Role - Delivery Manager****Roles and Responsibilities-**

- Central point of contact for clients, monitoring and managing client and internal team communications and overall compliance status.
- Single handedly handling compliance management for LATAM and MEA region.
- Working and coordinating across multiple teams to ensure the deadlines are timely met, in case of deviation timely escalation to be made.
- Coordinating with tools team in capturing right update and accurate data in internal tracking tools.
- Preparation of status reports for client and top management.

Project- Infrastructure Analytics**Role - Project Lead****Roles and Responsibilities-**

- Single point of contact for client's requiring Analytics dashboard.
- Responsible in a smooth delivery of analytics dashboard for clients within ITSM Platform.
- Coordinate among visualization and database teams to ensure delivery of meaningful Analytical dashboards.
- Work in the data model mapping for various clients.
- Establishing ETL process and testing the data.
- Ensures that clients share data in structured and data is loaded timely.
- Ensures that project deliverable meet the required quality standards and are accepted by the client.
- Communicate to top management and Client in case of any risk or deviation to the timeline.

Project- Zumiez Inc.**Role- Data Project Manager****Roles and Responsibilities-**

- Collaborated closely with cross-functional teams including data engineers, data scientists, and business analysts to define project goals, requirements, and deliverables.
- Designed robust and scalable data architecture, including the selection and integration of appropriate technologies such as Apache Spark, Hadoop, Kafka, etc.
- Oversaw the development of efficient ETL pipelines, ensuring seamless extraction, transformation, and loading of data from various sources into the data lake/data warehouse.
- Implemented data quality checks and validation procedures at every stage of the ETL process, resulting in a significant reduction in data discrepancies and errors.
- Coordinated the migration of legacy data to the new infrastructure, ensuring minimal downtime and disruption to ongoing analytics processes.
- Managed a team of data engineers, providing technical guidance, setting priorities, and monitoring progress to meet project milestones.
- Established data governance practices, including metadata management, data lineage documentation, and access controls, ensuring compliance with industry standards.

- Implemented best practices for data versioning and data cataloging, improving data discoverability and promoting self-service analytics.
- Regularly communicated project updates, risks, and mitigation strategies to executive stakeholders, ensuring transparency
- Successfully completed the project 3 weeks ahead of schedule, resulting in a 30% reduction in data processing time.

Project - Mc Donald's

Role- Project Manager

Roles and Responsibilities-

- Played multiple roles within the project viz. managing transition, SRT and KT.
- Creation of client specific processes and communication internally with delivery team.
- Ensures that KT to the delivery team takes place till transition activities is complete.
- Designing the KT handover document.
- Maintaining of RAID log, service level agreements and modification as per business requirements.
- End to end service readiness test with client and delivery teams.
- Creation of project schedule and plans for each phase and ensuring on track and timely review with leadership and other project stake holders.
- Plan and schedule project timelines and milestones and ensuring project metrics are achieved.
- Work closely with project managers & senior managers in demands forecasting, invoicing, strategic planning to fulfill upcoming demands.
- Creation of project cost estimation.
- Manage monthly project budget and preparation of forecasted budget, actuals and variance analysis.
- Capturing key lessons learnt and best practices.

Project- Microsoft

Role - HCM Consultant/ Project Manager

Roles and Responsibilities-

- Analysis of Business Blueprint document to understand the requirement, performing business, technical and feasibility analysis.
- Creation and execution of test scripts and execution of test cases, Configuration and scenario testing.
- Performing Unit/Regression/ Testing/ for various developments and enhancements.
- Provided Post Implementation support to the Production system.
- Quality Assurance Lead and checks overall deliverable quality in the project.
- Managed and trained new team members for Quality Assurance Process.

Project - Johnsons & Johnsons

Role - Project Manager

Roles and Responsibilities-

- Develop Schedule plan, tracking progress and variances.
- Identify Stakeholders, hosting kickoff Meeting, managing resources and budget, clear Communication, documentation, closure
- Creating and sharing Status report (resource Utilization, time tracking and budget Utilization) with respective stakeholders
- Project Document: Project Status Report, Project Schedule, Change Plan, weekly status reports, Lesson Learnt.
- Resource assignment/coordination and complete the deliverables as per requirement
- Looking for procurement from vendor, financial variance, budget monitoring, negotiations with vendor. Looking procurement phases from end to end.
- Procuring the network devices, cables, power management and Server hardware, Storage devices.
- Third party vendor management.
- Creating schedule and arranging team members to deliver the project on time.
- Coordinating for ensuring all the Project execution as per the stipulated norms of contract pertaining to cost, timeline & quality.
- Develop project plans in Microsoft project plan, keep track on project milestones.
- Ensure excellent cross-functional and cross-site coordination as necessary for specific projects.