Gauri Kapure

Mahagiri, Thane-400601 | 9665908866 | gaurishimpi15@gmail.com

---

PROFILE SUMMARY

- Ambitious project responsible with 3.6 years in the GIS industry
- Relevant PMO experience of 3 years
- Possess knowledge of management/analytical/quality tool like Clarity, Bearing, JIRA, Confluence etc.
- Dedicated team player
- Skilled in planning, documenting, scheduling, analyzing risks and managing projects.
- Advanced understanding of MS office packages
- Wide exposure to project/program management and quality assurance
- Focused on process improvement and on-time delivery of all projects

---

SKILLS

- Reporting And Analysis
- Project Planning and Execution
- Resource Management
- Stakeholder Management
- Project Documentation
- Agile Project Management

WORK EXPERIENCE

HERE TECHNOLOGIES – June 2019

PROJECTS – HAD (LMBO) - CLANA, BLACKBIRD (AGILE)

- Identify risks and issues which project deliverables with follow through on mitigation, resolution
- Monitoring project plans, project schedules, work hours
- Monitor & coach team member's efficiency & effectiveness on a daily, weekly, and monthlybasis.
- Maintain and send the project status with stake holders and managers.
- Chair and facilitate meeting when required and distribute minutes to all project team members

- Updating the work instructions as needed.
- Conducting Daily Scrum within team and updating MOM on confluence page.
- Tracking the project status daily using the mdi tool as part of the lean management process.
- Providing written and verbal feedback to stakeholder on all completed evaluations.
- Conducting quality checks and providing timely feedbacks to the coder.
- Developing and maintaining quality reports of process. Creating dashboards to present the health of the project, with eta and reports.
- Team handling, work distribution & ensuring completion in timely manner.
- Regular internal and external communications via mails, calls, meetings.
- Participate and contribute to company projects and developmental meetings.
- Assisting with special projects and other duties as assigned.
- Reviewing ideas generated by the team members on JIRA and following up with the stakeholders over implementation for the same.
- Understanding and implementation of client/company requirement and conveying it to the team. Ensuring the team adheres to changes.

ACCOMPLISHMENTS

- Received Spot Recognition.
- Successfully published 2 best practices for quality improvement within the project.

EDUCATIONAL QUALIFICATIONS

- B.E Electronic and communication from Pune University in 2017.

PERSONAL DETAILS

- Date of Birth – 15th September,1994
- Marital Status - Married
- Languages known - English, Hindi, Marathi
- Hobbies – Travelling, playing badminton, watching web series