Neha Jain**

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***Certified Scrum Master, Software Management Certified – IACT***

# Summary

* Diligent **Delivery Lead/Scrum Master** with 11 years of IT Industry experience and offering a proven record of success leading all phases of diverse technology projects; CSM and Software Project management Certified and computer programming and ecommerce projects experience.
* Excellent communicator; leverage technical, business and financial acumen to communicate effectively with client executives and their respective teams.
* Skilled in providing leadership, direction, strategy and vision in the areas of technology / product development to facilitate and enable growth & business agility
* Possess excellent negotiation, organizational, relationship management, problem solving and interpersonal skills with cross-cultural adaptation & creative abilities

# Certifications

* Certified Scrum master by Scrum Alliance, License: 662366
* Software Project Management Certified by IACT

# Skills Summary

## IT Skills

* MS Project and MS Office (Word, Access, Excel & PowerPoint)

## Project Management Skills

* Successful Project planning and reporting
* Time and Risk management
* Worked on Product development and Process Improvement
* Believe in PMP Methodology and incorporate it in my Projects.
* Strongly focus on project quality with best coding practices followed by complete team.
* Managed a diverse team of professionals.
* Results driven; Strategic thinking and High levels of integrity.
* Managed significant inputs & relationships with third parties throughout the full lifecycle.
* Possess a firm understanding of multiple project management methods.

# Career Progression

## **SAPIENT**- Manager Program Management, Apr 2016 – Present

Responsible for ensuring the safe delivery of all projects and in accordance with the company policy & procedures and adhering to all statutory and regulatory legislation.

* Working closely with clients to understand their requirements and expectations along with Product Owner.
* Attending client meetings & guiding them through procedures and process.
* Producing timing, costing and scoping documentation.
* Establishing the overall success criteria for a project, including; time, cost, technical and performance parameters.
* Writing progress reports & presenting them to directors.
* Scrum Master and Team Management
* Facilitating Scrum ceremonies like Daily Scrum meetings, Sprint Retro, Sprint Planning.

### **Project – Jan 2018 – Till Date**

Project Name : Cosmos

Role : Scrum Master

Description : This is a project on latest Technology of AI and includes POC on Data Management.

### **Responsibilities** :

1. Interacting with Offshore and gathering requirements for closing Scope.
2. Managing the sprint planning, product backlog along with Product Owner.
3. Managing the day-to-day operational aspects of the project along with Scrum ceremonies like Daily scrum meetings, scrum retrospective meets, scrum planning meets.
4. Attending daily LT meetings & guiding the team through processes.
5. Bringing the POC towards end and creating a shippable product.

Project Name : Unilever Dove, Reef, Sunsilk and Tresemme

Role : Delivery Lead

Description : Unilever Projects are AEM (Adobe) based and supported world-wide.

### **Responsibilities** :

* Interacting with Client and gathering requirements for closing Scope.
* Managing the sprint planning, product backlog along with Product Owner.
* Managing the day-to-day operational aspects of the project along with Scrum ceremonies like Daily scrum meetings, scrum retrospective meets, scrum planning meets.
* Attending client meetings & guiding them through processes.
* Rolling out Sites in 64 Locales, worldwide.

## **OCSBOX- Project Manager Dec 2014 – Apr 2016**

## My Work Portfolio at Ocsbox

## Project #1

Project Name : minavo.in

Role : Project Manager

Description : Minavo.in is a company website of Minavo Telecoms based on telecom solutions like IVR, Call Recording, Inbound, Outbound Calls etc.

## Project #2

Project Name : vagent.co.in

Role : Project Manager

Description : Vagent is a portal for creating IVRs

## Project #3

Project Name : morusshop ecommerce

Role : Project Manager

Description : It is a Magento application for online selling of Carpets, rugs, puffs and other home accessories

## **Other Projects**

MTNL WAP, MTNL Admin Portal, OCSBOX Website, Morusshop.com ecommerce website on Magento

## Achievement Highlights:

* Led teams across broad technical, financial and business disciplines. Focused teams on business objectives and tracked progress to ensure project milestones were completed on time, on budget and with the desired results.
* Anticipated and managed change effectively in rapidly evolving global business environments.
* Defined processes and tools best suited to each project. Moved between agile and waterfall approaches depending on project specifics and client goals, creating detailed project road maps, plans, schedules and work breakdown structures.
* Honored with “Star Performer Award” in recognition of outstanding project results.

## **Previous Career History**

* Team Lead, Eastern Software Systems, Noida Apr 2014- Dec 2014
* Associate Interactive Developer, Sapient, Noida Aug2010-Apr2014
* Web-Designer, Info Axon, Noida Jun2009-Mar-2010
* Web-Designer, Contata Solutions, Noida Oct 2006-Jun2009

# Technical Skills

Languages : PHP 5, ASP, HTML

Web Technologies : HTML, Java Script, Ajax, CSS

Project Management Tools : Microsoft Project

Scripting Tools : Dream weaver, Sublime, NotePad++

Open Source CMS : Joomla, Liferay, Tridion, Day CQ5, Hybris, Magento, AEM

SDLC Methodologies : Agile, Waterfall

# Academic Qualifications

* Done PMP training (35 PDUs) and aspiring for PMP Certification.
* MBA-IT from PTU, Jalandhar (2010)
* BCA(IGNOU), BFA (CCSUM) - 2006
* 10+2 –MPGS (Meerut, UP) CBSE BOARD.

# Other Awards and Trainings

* Bagged “You Make a Difference” Award in Sapient twice.
* Got a numerous appreciations from Clients.
* Received Client Appreciation in Dove, by hand written appreciation letter from Client and Gifts sent from London.
* Got a Winners award in Fun Activity in Sapient.

# Personal Details

* Name : Neha Jain
* DOB : 20 Dec 1984
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* About Me : Reading Books, photography, swimming.
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Thanks,

Neha Jain