Gaurav Dutt (CSM Certified)   Email – gauravdutt.gd@gmail.com
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Experience summary

- 6+ years of experience in Project Management (Project Coordinator)
- Experienced in Web-based, Mobile Application and Product based software and applications.
- Experienced in handling and managing projects on Upwork, Guru Portal.
- Project Management office: Experienced in tracking and reporting on projects
- Extensive expertise in Requirement Gathering, Gap Analysis study, well acquainted with the Software Development Life Cycle (Waterfall, Iterative, Sprint Based) and understanding of Business Processes mapping and work flow analysis.
- Excellent team player; worked as a single point of contact between team and higher management.
- Proven strength in problem solving, co-ordination and analysis.
- Reporting to Project Advisory Board.

Technical Expertise Summary

- An expert in .NET, PHP (CI) based project and in MS Office suite (Word, Excel, Power point, Visio)
- Good knowledge of MS SQL Server, SVN, Mantis Bug Tracker Proficient in documentation (SRS, BRD, FRD and User manual)
- Expertise in Web-based project (e-commerce, B2B and Social Networking), multi-lingual sites and App's (Native, IOS, Hybrid and Xamarin)

Current Employer

Company	SynapseIndia
Duration	Feb 2018 – Till date
Designation	Project Coordinator

Job Description

- Develop Project Plans, Schedule, interaction with stake holders, Project Management, Resource Management, Requirement Eli-citations and reporting.
- Coordinate with Project Manager for resource allocation & scheduling.
- Liaison between clients/developers and internal or external teams, internal customers like PM / Vendor Manager / Sales.
- Negotiation of project time lines with clients and internal stake holders.
- Coordination with Technical Manager to ensure most effective allocation of resources & monitoring of job resources.
- Briefing and debriefing on project.
- Ensuring a quality and timely delivery of projects to external clients.
- Maintenance and review of individual project budgets and margins.
- Communication of work in progress reports
- Support the Project Management team with administration tasks.

Work Experience

Projects – Web-based, Mobile Applications.
Technology – Microsoft & PHP (CI framework) and Open Source (Word Press, Magento)

As a project coordinator, I'm entrusted with following job descriptions:

- Manage project scope in collaboration with internal stakeholders including creation of project sheet and task plan.
- To maintain project documentation, plans and reports and adhere to processes.
- Coordination with Technical Manager to ensure most effective allocation of resources & monitoring of job resources.
- Conduct and participate in various agile meetings: Sprint Planning, Reviews and Retrospectives.
- Ensure open communication and good participation by all team members.
- Monitoring and control the progress of user stories during the entire development lifecycle.
- Pro-actively anticipate and identify risks and work on mitigation plans. Clearly communicate any project risks to important stakeholders (both internal and external)
- Manage and track daily project progress and to ensuring a quality and timely delivery of projects to clients.
- Effectively and accurately communicate relevant project information to the client and project team.
- Track & Manage change requests.
- Communicate ideas for improving company processes with a positive and constructive attitude, and for developing this attitude in others
- To keep the Project Manager and others informed about project status and issues that may impact client relations
- Responsible for exploring new opportunities from the existing customers or from the accounts.
- To identify any existing process gaps and suggest for process improvements.
- Maintain purchase orders and raise invoices to the customers as per agreed invoice milestones.

Responsibilities – To ensure delivery in defined time line & client interaction, requirement gathering (Function), HTML pages creation, functionality development as per requirement & conduct manual testing and to ensure delivery in defined time line.

Additional Responsibilities:

- Working as a single point of contact for all the projects.
- Interact directly with stake holder on day to day / regular basis for requirement gathering
- Coordinating between front-end designing and technology teams
- Creating UI Mockups and test cases for projects.
- Direct and manage project development from beginning to end
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion
- Liaise with project stakeholders on an ongoing basis
- Identify and manage project dependencies and critical path
- Plan and schedule project timelines and milestones
- Develop and deliver progress reports, proposals, requirements documentation, and presentations
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans

Past Employer and Roles & Responsibilities

- ❖ **Weblink India Pvt. Limited as Team Leader – Project Coordinator**
  Tenure - Dec. 14 – Feb 18
  Projects – Website and Mobile Applications
  Technology – PHP, SQL Server, HTML5,
  Role & Responsibilities – Development, manual testing and to ensure deliverables in defined time line as defined by management.

- ❖ **NZ technologies Pvt. Limited as Dot Net Consultant**
  Tenure - Jul. 11 – Oct 11
  Projects – Web-based projects (Fatty's Family Car Care Center, QDP)
  Technology – ASP.NET, SQL server, DNN 5.2

Role & Responsibilities – Development, manual testing and to ensure deliverables in defined time line as defined by management.

❖ **MARG Software Solutions as Software Engineer**
   Tenure - Jun. 08 – Jun 11
Projects – e-Governance, ERP (CAMPUS), TIMS (For NABARD), PCDF (ERP)
Technology – ASP.NET, SQL server, IIS 6.0, Crystal Report.
Project highlight: Smart Identity Card: Preparation of I-Cards (Mayfair with 1K Storage capacity). Manipulation & Printing of data in Dynamic mode by thermal printer ZEBRA 330i.
Role & Responsibilities –Requirement and Functional gathering & Presentation, Interface design, Development (module), manual testing, Implementation and Documentation and Training session.

❖ **MACRO Info Solutions as Software Engineer**
   Tenure - Jan 06 – Feb 08

Projects – Shemushi (LAN based desktop application), Online Shopping Cart
Technology – ASP.NET, SQL server 2005
Role & Responsibilities –Development, manual testing, Implementation and Documentation.

Trainings & Achievements

- **Behavioral Trainings:** Cross-Cultural sensitivity, Corporate Behavior & ethics, Presentation Skills, Communication Skills, Team Work, Business Writing. (Internal training at NABARD)

- **Technical Trainings:** ASP.NET, SQL SERVER 2005 & 2008, Open Source (Magento & Wordpress)

- **Achievements:** Appreciated by clients and In-house via internal mails.

Academic & Details

Examination	Board/University	%
MCA	UPTU	69.74
Graduation	Dr. R.M.L. Awadh University	59.98
S.S.C. & HSC	CBSE	63.4 & 66.7

Father's name: Mr. S. K. Sinha
Marital Status: Married
Linguistic Abilities: English, Hindi

Declaration

I hereby declare that the above mentioned information is true to the best of my knowledge.

(GAURAV DUTT)