

Curriculum Vitae

Shreya Narula

Project Manager

Digital Web Solutions

Gurugram - Email me on: shriyanarula06@gmail.com

Highly self motivated Project manager and Certified Scrum Master with more than one year of experience managing all aspects of Agile principles from conducting scrum ceremonies to monitoring and collaborating with the stakeholders and team members. Total Experience of 5 years with 3+ years of Project Management experience and 1+ year of Scrum Master Experience.

WORK EXPERIENCE

➤ Project Manager

Digital Web solutions

Oct 2019 - Till date

Key Responsibilities:

- Responsible for taking ownership of multiple projects from pitch to sign-off.
- Defining the scope of a project.
- Host Daily stand up meetings.
- Monitored, documented and prepared weekly expense and performance status reports.
- Responsible for engaging the scrum team to facilitate and coach agile framework.
- Teach Scrum practices and principles to the team as well as new joiners.
- Communication to team and management on project development, timelines, and results.
- Collaborate with the teams to deliver accurate scope of work for client review/approval.
- Experience of managing both small and large scale projects.
- Performing research, analyzing data and developing key insights and action plans based on campaign results.
- Monitored, documented and prepared weekly expense and performance status reports.
- Participate in our continuous effort for process improvement.

Team management

- Training Project Manager Trainees on Service Knowledge and Portal.
- Remove impediments in the team.
- Motivating team members for better performance.
- Keeping the team informed about their achievements, under performances and providing inputs to improve their performance.

Other Responsibilities

- Played a vital role in smooth transition from Waterfall methodology to Agile according to customer expectation.
- Re-designing the company's website and managing its marketing.
- Activity and resource planning.

Curriculum Vitae

➤ Project Coordinator (Digital Marketing)

Compendious MedWorks Pvt. Ltd.

Mar 2019- Oct 2019

Key Responsibilities:

- Manage projects successfully with various design team disciplines and workstreams.
- Ensure that projects are scoped well and handed off seamlessly into design and development teams
- Be involved in all aspects of the development life cycle, including development, testing, training and implementation.
- Highlighting project risks at the appropriate stage of the project.
- Managing the design, development and content creation team for successful project completion.
- Ensuring that the tasks performed by the creative team are in accordance with customer's needs and wants.
- Ensuring that projects are delivered on time, to budget, and to brief.

Other Responsibilities

- Assisting intern project managers in performing multiple internal marketing functions such as doing keyword and content analysis for a client's digital media advertisements.
- Assisting the off page seo intern and keeping a check on Backlinks.

➤ Jr. Project Manager

Digital Web solutions

Sep 2016- Dec 2018

Key Responsibilities:

- Serve as a main point of contact for clients, gathering data from clients and knowledge about the clients business.
- Sharing Keyword reports and explaining the best keywords to the client.
- QA of the website, preparing error reports, discussion on the report and explaining issues to the client and also getting them resolved for respective teams.
- Provide performance reports and optimization recommendations directly with the client.
- Responsible for the overall project, and the ranking of the website.
- Captured customer and client information using spreadsheets and other documentation.
- Conveying customer technical requirements to the Internal teams.
- Working with existing customers to help them get the most out of the services they have bought.
- Liaising with both current and potential clients to develop existing and new business opportunities.
- Building strong customer relationships through rapport and interaction.
- Able to operate in a fast-paced dynamic environment multi-tasking and accomplishing goals in sufficient manners.

EDUCATION

➤ B. Tech

GLA University- Mathura. (2016)

➤ INTERMEDIATE

Gulmohar Public School- Kanpur, Uttar Pradesh (2012)

➤ HIGH SCHOOL

Gulmohar Public School- Kanpur, Uttar Pradesh (2010)

Curriculum Vitae

CERTIFICATIONS

Certified Scrum Master from Scrum Alliance

COMPUTER SKILLS

Computer literate - Have a good command on Microsoft Excel & good knowledge of the Internet.

Scripting Languages: HTML & CSS

Platforms: Linux and Windows.

Software: WIX, Wordpress, Squarespace

Worked on JIRA, Company's CRML, Nifty and Invision.

SOFT SKILLS

- Continuous learner
- Good team-player
- Soft Spoken & A Very Good Listener.
- Excellent interpersonal and presentation skills
- Self-motivator / Can highly motivate co-workers and others.

PERSONAL DETAILS

Father's Name: Mr. Tarun Kumar Narula

Mother's Name: Mrs. Anamika Narula

Marital status: Married

Address: 16 MIG, Sector 4, Barra 2, Kanpur 208027

Nationality: Indian

Hobbies: Art and Craft, Listening to music.

DOB: 06/06/1996

Mobile: +919889610005

(SHREYA NARULA)