

SUMMARY

Dynamic and team-oriented IT Project Manager, good at asset management, risk mitigation, and project leadership. Innovative and driven with a passion for delivering high-quality work. Detail-oriented and focused on maintaining organization and identifying opportunities for process improvements.

PROFESSIONAL EXPERIENCE

PROJECT MANAGER

InfoAxon Technologies, Noida
September 2021–Present

- Currently handling 5 projects (including support and development) and ensuring that all projects are delivered on time (implementing SDLC), within scope.
- Facilitating the collection of requirements by interacting and coordinating with various stakeholders.
- Modified and directed project plans to meet organizational needs and deadlines.
- Performed administrative tasks like estimating the efforts.
- Developed a detailed project plan to monitor and track progress by conducting daily standups and using the JIRA tool.
- Maintained a positive relationship with the client and team throughout the interaction.
- Created weekly status reports and required reports by summarizing relevant information.

MARKETING EXECUTIVE INTERN

Edify Accelerators, Bangalore
May 2020 - July 2020

- Worked as a Marketing intern and conducted market research for compiling the data of PGs and HRs
- Got exposure on how to be specific in documentation
- Helped other interns with the assignment completion

SAP BPC INTERN

Trijotech Software Consulting Pvt. Ltd., Delhi
May 2020–June 2020

- Worked on the basics of SAP BPC Classic and Embedded for implementing the input ready report using EPM Excel Add-in and HANA Studio
- Developed financial forecasts for strategic planning.
- Prepared the documents covering the main aspects for the BPC and created a Reporting Application on the basis of the scenario being provided.

EDUCATION

Master of Business Administration, Information Technology, 2019 – 2021
Centre for Development of Advanced Computing (C-DAC) - Noida,

Bachelor of Technology, Information Technology, 2015 - 2019
B.S. Anangpuria Information Technology and Management - Faridabad

SKILLS

- Project Management, Project estimation, Functional & Business Requirements, SDLC, Agile Methodologies
- Understanding of JIRA
- **Languages:** Android, Core Java, HTML & CSS
- **Databases:** MY SQL
- **SAP ERP:** ABAP, BPC
- **MS Office:** MS Word, MS Excel, MS PowerPoint

CERTIFICATIONS

- Fundamental of JIRA, Atlassian
- Project Management Essentials, MSI
- Lean Six Sigma White Belt, MSI
- PHP & PHP ++, Ducat

ACADEMIC PROJECTS

- **Ecommerce (Shopping Website)** – The project aimed at designing an e-commerce website that allows consumers to directly buy electronic goods – a range of different computers and devices, including pcs, laptops, tablets, and smartphones.
Language: Html, CSS, Javascript, Php
- **Hotel Room Booking Website** - In this project, a website is created for visitors who are searching for a combination of charm, peace, and quiet hotel rooms
Language: Html, CSS, Javascript, Php
- **Digital Diary** - The app was developed to covert the paper base work to an interactive concept of diary with digitalization. This digital organizer can store all your information which in turn helps users to check for information anytime anywhere
Language: Java, SQLite