Dillip Kumar Malik

Scrum Master-Project Manager

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Experienced Scrum master with a keen ability to understand and build **complex systems**. I focus relentlessly on removing impediments from teams and delivering **customer centric products and features**.

- Lead the **team** of highly skilled to deliver projects across multiple implementations of the Projects.
- Prepare **Project roadmap** & actively participate in **backlog refinement**, and **release planning** preparation. Actively facilitated all **scrum ceremonies**.
- Managing the **successful delivery** of projects, coordinate and lead activities across the full **delivery lifecycle**.
- Working closely with the **stakeholders** like Business users, **Technical Leads** and QA/BA Team.
- Manage wide variety of projects and responsibilities, including the opportunity to influence the **future direction** of the product **development team** and systems used across the business.

EXPERIENCE

Info-Crunch

Project Manager-Scrum Master,　　　　*Aug-2018 to Present, New Delhi*

- Implemented agile methodologies using a scrum framework throughout the organization from executives to software to marketing across employees.
- Continually refined and evolved agile processes for predictable and rapid delivery resulting in hitting 99% of project deadlines.
- Led all sprint planning, sprint reviews, sprint retrospectives, and daily scrums with the development team resulting in product features that reached millions of users.
- Use JIRA tools to manage the project successfully & tracking progress of sprints, stories, task, issues, bugs& etc.
- Served as the main point of contact to drive effective communication throughout all project phases reducing costs through streamlined communication.
- Worked closely with product management and technical stakeholders to clarify the schedule, status, and details of each project.
- Coaching the teams and understand them the values of using Agile/Scrum and build motivated & healthy teams.

CWC, Ministry of Minority Affairs

IT In-charge-Project Manager　　　　*Nov-2015 to July-2018*

- Develop a project plan, identify key internal and/or external resources required to make the project successful, prepare detailed status reports.
- Direct and monitor project activity and oversee the creation of project documentation and work with business to identify and analyze the core project needs and deliverables.
- Coordinate and facilitate meetings and working session activities to identify project goals, schedule, impacted processes and procedures to foster cooperation and collaboration from the project team.
- Act as liaison among business and technical stakeholders to elicit, Anticipate, translate, analyze, communicate and validate requirements for changes to business processes, policies, information, and information systems.
- Facilitate change management of requirements, determine

SKILLS

- **Agile development** & best practices
- Agile frameworks-**Scrum, Kanban, XP**
- **JIRA** & JIRA portfolio
- MS Excel, PowerPoint**, Project**, Visio
- User Stories, ATDD, TDD, Continuous integration, Training & Coaching
- AWS, MEAN, MERN, JAVA/PHP/.net/SQL/Mobile Technology,JavaScript
- CSS3 / HTML / HTML5.

HIGHLIGHTS

- Project Management & **Tracking** & Product Delivery
- Management of **Cross-Functional Teams**
- Project & **Delivery** Methodologies
- System Solution Architectures
- **Change Control** Management, **Budgeting & Planning**
- Cost & Resource Estimates, Project Risk & Scope
- CMMI Process Knowledge
- Experience of **Startup**

CERTIFICATION

- **Scrum Master** Certification
- Prince-2 training Completed Microsoft –Azure Training Completed.
- **Project Managements** Professional Certification (35hr Course completed & preparing for certification).

- Coordinate reviews and signoffs with stakeholders to ensure the documentation accurately portrays the business need including acceptance criteria. Conduct periodic process reviews to clarify and document work product.
- Manage and ensure timelines throughout project plan, including sprint cycles to ensure project milestones are met and product delivered within agreed upon and acceptable time constraints.

Milestone Softtech Pvt Ltd.
Business Analyst   *April-2015 to Nov-2015*

- Driving transparency through measures of customer value, efficiency & health.
- Facilitating discussion, decision making, and conflict management
- Providing support to the team using a servant leadership style.
- Ensure The SLA of all the Track & SLA violation Team Meetings with all the stakeholders. New changes in Customer Organization Ensure timely perpetration of the matrix.
- Presentation for customer review and meetings. Responsible for sending all Incident notifications as per the agreed process.
- Engage with the Customer or Customer Account Team as needed to address operational issues.
- Understand the new business process and application requirements at the appropriate level to influence the future business process design and help build requirements.

Electronics Corporation of India Ltd.
IT Consultants(Project)   *May-2012 to April-2015*

- Project planning, estimating and resourcing. Design, development, deployment and maintenance of innovative solutions using the latest tools and technologies.
- Manage a team of Project Managers and Software Engineers of various levels to deliver high quality technical solutions and products.
- Handle common database procedures such as upgrade, backup, recovery, migration, etc. Working closely with clients, technicians, and managerial staff. Providing leadership, training, coaching, and guidance to junior staff.
- Project planning and progress monitoring, including budget control and milestone control.
- Excellent experience in database designing. Resolving key client issues and complaints. Knowledge of SDLC/STLC.

SobeIT Ltd. Bhubaneswar
Developer Database   *July-2011 to May-2012*

- Designing databases and ensuring their stability, reliability, and performance. Design, create, and implement database systems based on the end user's requirements.
- Improve application's performances. Prepare documentations for database applications. Memory management for database systems. Develop database schemas, tables and dictionaries.
- Ensure the data quality and integrity in databases. Fix any issues related to database performance and provide corrective measures. Take regular database backup.
- Create complex functions, scripts, stored procedures and triggers to support application development.

SOFT SKILLS
- Leadership & Team building
- Motivation & Communication
- Influencing, Decision making
- Problem Solving, Negotiation

ACHIEVEMENTS
- Member of Project Evaluation Committee.
- Member of Project Monitoring Committee.
- Public Fund Management System.

LANGUAGES
- English
- Hindi
- Oriya

PERSONAL DETAILS
- Father'sName:Bhagyadhar Malik
- **Birthday: May 01, 1987**
- Gender: Male
- Nationality: India
- Home town: Bhubaneswar, Odisha
- **Passport: Yes**
- **Pan Card: Yes**

EDUCATION
- **Bachelor in science**(Utkal University)
- (MCA)**Master in Computer** Application (Institute of Technical Education and Research-2011 SOA UNIVERSITY).
- **MBA-PGDM** in Business Analyst (pursuing at Narsee Monjee Institute of Management studies-2020-2022).