

Rutuja Vijay Patil

Project Coordinator | Scrum Master
MBA, B.E

Hardworking and Dedicated Individual with exceptional Management, Leadership, Communication and Planning skills with nearly 3 years experience in IT , Seeking to gain more knowledge and experience in Project Management field

 rutuja.patil0194@gmail.com  9637117938  Mumbai, India

Skills

Project Management

Team Management

Reporting & Documentation

Client Engagement

Project Coordination

JIRA

Testing

SDLC

Sprint Planning

Requirement Gathering

Timely Delivery

FSD

Risk Management

Agile and User Stories

Scrum Master

Project Planning

Project Tracking

UAT

Business Analysis

PMO

SQL

Work Experience

Designation: Project Coordinator
InSolutions Global
March 2020- Present



Axis Bank – POS & Payment Gateway(Ecom) :: Project Coordinator & Scrum Master

- Ensuring Timely Delivery of Projects/CR to client
- Monitoring project progress, keeping track of timelines, maintaining reports
- Creation of Sprints and Initiating Daily Scrum Call
- Managing Sprint Review and Sprint Retrospective meetings
- Client Handling- From Requirement Gathering stage to Production Deployment (Live) Stage
- CR/Project wise resource allocations
- Coordination between Stake Holders and Teams for daily progress on Projects
- Coordinate and facilitate UAT support with appropriate Business users
- Requirement Gathering, preparation of documents like DOU, FSD, BRD
- Defining Project tasks and Resource requirements
- Worked closely on settlement, Interchange module and files likes outgoing file, EPH,ESB,TTUM
- Worked on DR setup for Projects
- Managing Internal Teams- Tech Team, QA team and Support Team
- Developing Project Strategies, Project Plan for a new requirement

NSDL Bank – NSDL Payment Banks & Ecom :: Project Coordinator & Scrum Master

- Managing CR from Project Initiation to Project Completion Stage
- Project Management tool handler (Open Project tool)
- Resource efforts tracking, Progress, Estimated Time, Spent Time, Constraints in Open Project
- Facilitate /Participate in Key Agile rituals across Scrum Teams
- Prioritizing and assigning activities to resources from Product Backlogs and Sprint
- Reviewing timelines to ensure timely delivery of Projects
- Sprint Creation and Execution
- Internal & External Stakeholder engagement, Integration management, Sprint reviews and retrospective review
- Document Controller i.e BRD, BRM, TRM, FSD, TRR
- Managing client communication
- Coordination and interaction with stakeholders and various teams
- Preparation of Requirement Documents
- Handling Operational issues
- Quarterly successfully completed DR drill for each Project

Robotic Process Automation (RPA) & DCRS Product Management :: Scrum Master Role

- Planning Sprint, Initiating Daily Scrum Meetings, Managing Sprint Review and Sprint Retrospective meetings
- Reviewing Product Backlogs along with Product Owner and Development Team
- Ensuring Scrum Framework is followed
- Tracking daily progress to ensure completion of Tasks on time
- Coordination with internal team for elaborating the requirement
- Timely Management and deployment of scripts
- Handling operational issues on Time
- Sprint Tracking, Backlogs refinement, Bug backlog review, Publishing reports (Sprint wise)
- Prioritizing and assigning activities to resources from Product backlogs and Sprints
- Monitoring Adhoc activities like BUG, SUPPORT, Changes in existing development, DOU/New requirement go through
- Maintaining credentials, kits as DB details, Application Server Details, UAT, Patch, War Files

Designation: Software Tester

Kyzer Software

Jan 2017- Dec 2017



LOS (Loan Originating System) : RBL Bank

- Preparation of Test Cases and Test Scenarios for LOS software for RBL Bank
- Execution of Test Cases and preparation of Test Review Report
- Defect Tracking and Reporting of Bugs using tool JIRA
- Analyzing test results on database impacts, errors or bugs and usability
- Developing Test Documentation and delivering it to Product owner
- Composing defect Reports
- Performing Regression Testing, Unit Testing, Smoke Testing, Functional Testing
- Reviewing Test Procedures and Developing Test Scripts
- Providing feedback to Product Owner regarding the Testing of project/CR

Education

• Masters in Management Studies (M.M.S)-Systems/I.T (2018-2020)	85.78%
• Bachelor of Engineering(Computers) (2012-2016)	70.38%
• H.S.C (Science)	81.50%
• S.S.C (Maharashtra State Board)	93.27%

Internships

Larsen and Toubro Infotech (May 2019-June 2019)

- To study Artificial Intelligence Applications in various sectors of healthcare and list out test cases for the same
- Use cases for applications of AI in Healthcare

ICICI Prudentials Mutual Funds (Aug 2019- Oct 2019)

- To perform comparative analysis of website of ICICI Prudential AMC against top 3 companies from different sectors.
- Gap Analysis for Mutual fund sector

Certifications

- Professional Scrum Master-1 issued from Scrum.org securing 91.3% (No Expiry)

