

Janmayjay Swetank

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Objective

Seeking for an opportunity to establish a long-term relation with the organization which uses my skills and knowledge for the growth of the company and in turn self.

Work Experience

Currently working as Assistant Manager with a role of Scrum Master in Alkem Laboratories Ltd, Daman

Professional Summary

I have 8+ years of experience in handling scrum team, engineering management and manufacturing during this tenure.

Areas of Expertise

- Gathering and updating project materials, completing budgeting, forecasting, project documentation, business flows, and lessons learned documents
- Scheduling and allocating work, providing advice and guidance, and resolving problems to meet technical performance and financial objectives
- Coordinate all Scrum Events including Sprint Planning, Daily Standups, Sprint retrospectives, Sprint Demos, Story Grooming and Refinement, and Release Planning
- Partnering to ensure that our ways of working are consistent across teams
- Assist in defining and deploying new product development processes and in facilitating the continuous improvement of existing processes

Technical Skills

- Agile Methodology; Scrum
- JIRA
- Confluence
- MS Excel, PowerPoint
- Analytics
- Business Development
- Strategic Planning
- Validations and Qualifications
- Industrial Relations
- Project Design, Scope, Management & Rollout
- Budgeting -- Capital and Operating
- Engineering management
- Plant Maintenance
- Safety Procedures (OSHA andHAZOP)

Qualification

PGDM in Marketing (Executive) from IMT Ghaziabad with 72.5 %
Bachelor of Engineering (Electrical) from SRM University with 8.248 CGPA.

Job Achievement

- Alkem Laboratories Ltd
Team Quarter of the Year
Excellent Appraisal Reports in Designated Ran
- Teekay Tankers Ltd
Excellent appraisal reports given by Chief Engineers for excellent performance in work and awarded as Integral Asset of the company

- SRM UNIVERSITY

Outstanding contribution in technical field for Electrical & Electronics engineering dept. 2012

Professional Experience

Some of the key projects and responsibilities handled in recent projects are stated below –

[Alkem Laboratories Ltd, Daman](#)

Assistant Manager (Scrum Master), 2020- Present

- Continually refined and evolved agile processes for predictable and rapid software delivery resulting in hitting 99% of project deadlines
- Implemented agile methodologies using a Scrum framework throughout the organization
- Conducted and managed bi-weekly agile sprints with team size over 9
- Liaising between developers and project stakeholders; fostering quality communication between engineering discipline
- Led all sprint planning, sprint reviews, sprint retrospectives, and daily scrums with the development team resulting in product features
- L2 Integration of the software
- MIS and KPI reporting and budgeting for capex and opex.
- Vendor management and planning of SLA for AMCs for critical equipment.
- Successfully planning and management of L2 integrations of machines to server, to avoid data loss and resolved data integrity issues.

[Teekay Corporation, India](#)

ETO (Scrum Master), 2016 – 2020

- Served as the main point of contact to drive effective communication throughout all project phases reducing costs through streamlined communication
- Led and coordinated the daily-standups, sprint planning, sprint demos, sprint retrospectives, backlog refinement resulting in on-time delivery
- Expertise for preparation and passing of Audits during inspections done by regulatory authorities
- Accomplished the commissioning of project including Software Up-gradation at proper given time
- Worked closely with product management and technical stakeholders to clarify the schedule, status, and details of each project
- Developed and maintained systems drawings, technical description documents, and software flow drawings.
- Prioritize work schedules, Operational plans, and benchmarking
- Responsible for Plant Maintenance Activities including preventive maintenance, breakdown maintenance, calibrations.
- Generated schematics, improved test procedures, and assisted with circuit designs on new projects.

[Teekay Tankers. Ltd, Houston, Texas](#)

Electrical Officer, 2013 - 2016

- Completed operation and maintenance of various telecommunications circuits, including microwave, satellite, HF, UHF, and MF circuits
 - Maintained Electrical as well as Pneumatic systems, for successful operations and done software flow drawings for integrations.
 - Installed all security, fire, telephone, HVAC, Boilers, DG sets and other systems that require electrical power and/or wiring
 - Repaired and installed power distribution circuits including High Voltage appliances.
 - Generated schematics, improved test procedures, with circuit designs, control and automations on new projects.
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Certifications

Certified Scrum Master (CSM) Certificate

SCRUM ALLIANCE

Guinness World Record Participant in event of online computer programming lesson.2021

NATIONAL EDUCATIONAL ALLIANCE FOR TECHNOLOGY and GUVI

Certificate of achievement for building a Face Recognition Application using Python ,as part of Artificial Intelligence for India event 2021

GUVI, India

ETHICS OF MANAGERS 2018

Santa Clara University, USA

MOBILE SITES DESIGN 2018

Google Certification

Certified by Google for knowledge of mobile sites design, and an understanding of best practices and current browser technologies

DIGITAL SALES CERTIFICATION 2018

Google Certification

Certified by Google for knowledge about how to sell digital marketing services and products

GOOGLE ANALYTICS INDIVIDUAL QUALIFICATION 2018

Google Certification

Certified by Google for understanding advanced Google Analytics concepts

Publications

A Modified Detection Technique of Object in Radar NCRTICT 2012

Declaration

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

Signature: Janmayjay Swetank

