

SINI MULAMOOTIL

PROJECT MANAGER

Contact

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Skills

Project planning

Excellent

Strong client relations skills

Excellent

Interpersonal Communication

Excellent

Supplier management

Excellent

Team Player

Excellent

Project Documentation

Organized and proactive Project Manager offering 6+ years of experience. Committed to working closely with customers to manage expectations and cultivate lasting partnerships. Determined, reliable and dedicated to team success.

Work History

2022-01 -
Current

Project Manager

VSERV DIGITAL SERVICES PVT. LTD, Mumbai

- Onboard clients, developed account relationships & managed support services
- Exposure to working closely with product/tech teams to explore the enhancement features and product functionalities
- Coordinate & communicate effectively with other project managers, technical leads & other internal team members for smooth deliverables
- Support the Product Owner in managing customer expectations for project deliverables, managing stakeholder communications, and helping to implement an effective system of project governance
- Facilitated Scrum framework – sprint planning, backlog grooming, daily standup's, sprint reviews and sprint retrospectives.
- Executed billing tasks & Collaborated with internal and external stakeholders for cost transparency and timing of invoice payments.

Sr. Analyst

HERE TECHNOLOGIES

- Experienced in managing Data operation Projects and ensure timely delivery with assured quality and effective monitoring and control, for readiness, execution & closure
- Manage a team of 10-15 resources & ensure all the key metrics of performance as per the Client SLA are met
- Exposure to client meetings and facilitate discussions via seeking and sharing perspectives
- Played instrumental role in client satisfaction by

Excellent

Excellent work ethic

Excellent

Agile Delivery

Excellent

Languages

English

Excellent

Hindi

Excellent

Marathi

Very Good

Malayalam

Very Good

working with operational teams for proper resolution of service issues.

- Recommended changes, improvements or enhancements in products to product development team based on customer feedback
- Executes work to a level that meets member firm's Quality standards and adhere to quality and risks policies and process.
- Developed and supported project and program performance status reports for Management review.
- An effective communicator with excellent relationship building & interpersonal skills, strong analytical, problem solving & organizational abilities
- Led daily standups, sprint reviews and sprint retrospectives.
- Well versed with risk management, risk monitoring & updating risk registers
- Maintained PMO handbook and supported in driving PMO maturity assessment with cross regional teams
- Managed 3 outsourced vendors and collaborated for quality output and customer-oriented deliverables .New projects & tool deployment – POC performed. Contractual activities, Readiness, and capacity allocation across suppliers.
- Lead on-boarding of new contracts to the team and ensure correct transition with adherence to standard consumption management processes
- Well versed with preparing agendas, taking minutes, tracking actions and conducting research.

Technical Tools & Applications

- JIRA
- Confluence
- Trello
- Sharepoint
- Microsoft Excel
- Microsoft Powerpoint
- Clarity PPM
- Tableau

Accomplishments

- INSPIRE-Spot Recognition- 2020
- INSPIRE- Spot Recognition- 2019
- Rising Star Award-2018
- Golden Impulse Award-2016

Certifications

2021-07	Certified Scrum Master- CSM®
2021-06	Lean Six Sigma Green Belt certified
2021-06	Train the Trainer Certified
2020-06	A3 Problem solving for continuous Improvement
2018-09	Agile Fundamentals
2017-12	Lean Six Sigma White Belt
2015-03	Lean Basics

Education

2014-06 - 2016-06	Master of Commerce <i>Mumbai University, 2016 - Mumbai</i>
2011-03 - 2014-03	Bachelor of Commerce <i>University of Mumbai, 2014</i>
2009-03 - 2011-03	HSC <i>Mumbai University, 2011</i>
2009	SSC, 2009 <i>LKPS - Kalyan</i>

Interests

Listening to Music, Dancing & Travelling