



DEEPAK KUMAR MISHRA

(Mob-07999498020, Email-deepak.mishraofficial@gmail.com)

Proficient in running successful method-oriented Project Management and taking initiative for business excellence through process improvement

Key Skills

Project Planning & Coordination



Operation Management



Scheduling



Risk Management



Cost Management



Critical Thinking



Task Management



Quality Management



Client Acquisition



Profile Summary

- A result-oriented professional offering 05 years of successful career by commendable performance in Project Planning & Execution.
- Experience in administering and managing small and medium size projects; capability to interpret project data and present it accurately.
- Identify client needs and suggest appropriate services.
- Skilled in preparing project planning, scheduling & monthly progress reports
- Proficient in keeping close watch on various activities of project and updating the project manager on any risk foreseen for project completion and providing suggestions
- Experience of managing project operations with a view of ensuring timely accomplishment of project targets within time.
- A keen communicator with honed interpersonal, problem solving and analytical skills



Career Timeline

Soft Skills



Communicator



Thinker



Innovator



Collaborator



Intuitive

Certifications

- Received certification of C programming

Trainings

- Attended 06 months training on Manual Testing and QTP From Live-Tech Hyderabad.

Tata Consultancy
Services (Core Integra)
Operation Executive

M-Junction Services
Limited Edutest Solutions Pvt.Ltd.

Technical Helpdesk
Associate Project Manager



Oct'14-Oct'15



Dec'15-July,2019



Sep,19-Till Date



Education

- BE (Electronics & Telecommunication Engineering)** from Disha Institute of Management and Technology, Raipur in 2013 with 7.02 CGPA
- 12th from Gyanodaya Higher Secondary School ,Bilaspur in 2009 with 68%
- 10th from Govt.Hr. Sec. School ,Bilaspur in 2007 with 73%



Work Experience

Tata Consultancy Services (Core Integra) as Operation Executive

Key Result Areas:

- Planning & executing operations in coordination with the other functions
- Presenting the projects to the client as per their requirements like paper Evaluation,Assessment,Testing.
- As per client requirement fulfilling their demands and report to the back end team
- To gather client and present our projects to the customers
- Capable to deal into the new leading Technologies.

Highlights:

- Played a key role in taking safety measures to conclude projects and achieved successful completion of projects like CSVTU,CGPSC,IBPS exams
- Received several appreciation from clients

Mjunction Services Limited

Roles & Responsibilities:

- Training of CLIENT users both sellers & buyers in E-Procurement Software application
- Training to be conducted both face to face or by imparting training using desktop/laptop with internet connection and projector
- Preparation of various MIS reports related to training & tracking of issues.
- Single window of contact between the sellers,buyers & the functional and technical team from MJ & NTL
- Ensure Proper coordination with clients

Highlights:

- For Remote location customers able to provide services of E-Procurement Application
- Assisting associates in achieving their targets and driving them towards company goals

Edutest Solutions Pvt Ltd

Roles & Responsibilities:

- Involved with the senior managers in the process of appointing team members
- Involved and assign task to various team members
- Responsible for effective project planning and scheduling

- Project monitoring and control activities in order to achieve the project objectives
- Communicator between the senior management team and development team
- Ensure proper coordination with clients
- Provide a weekly schedule of planned activities
- Interaction with customer on regular basis in order to get the requirement to execute projects

Highlights:

- Working with “Chhattishgarh Public Service Commission” and providing end to end service to deliver the Digital assessments(Recruitment Exam/Typing and Steno Exams) i.e. Management, Post assessment Deliverable.



IT Skills

- Computer software
- MS Office and Internet Applications

Personal Details

Date of Birth: 16th aug'1992

Languages Known: English, Hindi,chhattisgarhi

Address: Vikas Vihar Colony,Mahadevghat road,Raipur

Date:

Place:

Signature

