CHITRA PRIYADARSHINI

CONTACT ME AT

+91 9566150480/8248208252

chitrapriyadarshinik@gmail.com

linkedin.com/in/chitra-kumar/

110, Valasaravakkam,
Chennai-87
India, TamilNadu

ACCOMPLISHMENTS

AWS Partner: Security Governance at Scale (Business), Business Professional and Cloud Economics

Scrum Fundamentals Certified

Diploma in Project Management - Revised 2017

CERTIFICATIONS

ORACLE CERTIFIED ASSOCIATE - JAVA SE-8/OCA1Z0-808

COMPUTER SKILLS

Agile Project Management

MS Project/MS Office

SCRUM

JIRA

Visio/Figma/Miro

EXPERIENCE

jobhivee.mystrikingly.com/

Created a site to help others with career coaching, conducting mock interviews, resume correction/preparation.

CAREER OBJECTIVE

Seeking a project management-based career to get a position of responsibility, using my skills of communication and ability to demonstrate a servant leadership style and commit myself to achieve organization objectives with the team effort. Looking to leverage my knowledge and experience into a Project Manager.

PROFESSIONAL EXPERIENCE

Project Executive II

Zionext Technologies Pvt Ltd I Chennai I June 2020 - Present

- Along with the Project Executive I responsibilities, I have fulfilled the role as a scrum master and organize weekly Sprint Planning and Review & Retrospective.
- Ability to challenge the status quo and enable new ways of working.
- Organizing comms across teams between SG & IN.
- Guided the team in their journey on how to explore working concepts.
- Sending Monthly Project Reports.
- Tracking and Monitoring of all logged tickets
- Conduct day-to-day project coordination, planning, and implementation across multiple teams
- Create Requirement Specification Documents and Cost Estimation files.
- Translated requirements into polished, high-level designs
- To give training for the new joiners.

Project Executive I

MQ Spectrum Pvt Ltd | Chennai I Aug 2018 - May 2020

- Managed complex projects from start to finish
- Handled up to 7 projects in the Indian Branch of our company.
- Executed Project Planning, Release Management, Team Management.

- Engage and motivate teams toward a common goal
- Implemented new processes and procedures and maintained and organized relevant documents
- Completed detailed reports and executed multiple key administrative tasks as necessary
- Able to keep deadlines intact with strong time management
- Execute all communication between Project Team, Testing Team, Service Desk, and Administration

Software Development Engineer - Intern

MQ Spectrum Pvt Ltd I Chennai I August 2017 - July 2018

- Worked as an SDE and gained my knowledge in languages like PHP, JavaScript, which helped me to enhance modules and learn about GIT

EXTRA ACTIVITIES

- Handling Clients – Got an opportunity to work in Singapore in person with my clients for a demo project.
- Recruitment – Been part of the Recruitment Panel and have conducted recruitment in various Institutes.
- Office Relocation Planning – Have proposed plans on relocating the office and executed it totally.
- Event Co-Ordinator – Has organized various events at Office and during my Under Graduation.
- Conference – Presented a Paper on Cloud Computing

EDUCATIONAL HISTORY

Chennai Institute of Technology - 80%

B.E. Computer Science and Engineering| 2014 - 2018

Nav Bharath Vidhyalaya Mat. Hr. Sec. School - 83%

Higher Secondary | 2012 - 2014

Sarada Vidhyala Hr. Sec. School - 85%

High School| 2009 - 2012