**HINA GULATI**

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**JOB OBJECTIVE**

Work in an intellectually motivation environment, which shall offer challenges related to Technology & Solutions. Environments where I can put into creative use my abilities and experience acquired hitherto so as to work progressively to accomplish the Company’s Objectives and subsequently attain for myself higher responsibility levels.

**EDUCATION**

2015 MTECH (Computer Science and Engg.) from Amity, Noida

2011 BTECH (Computer Science and Engg.) from MDU, BMIET

2007 XII from Holy Child School, Delhi

2005 X from Holy Child School, Delhi

**PROFILE SUMMARY**

* Currently Working as IT Project Management Specialist II with S&P Global Market Intelligence.
* Responsible for Delivery management for S&P Global MI platform cycle releases. As a Release Manager responsible for managing, planning, scheduling and controlling software releases through different stages and environments, including testing and deploying software releases.
* Responsible for smooth implementation and working of agile framework for Scrum teams. Experience in working with both Waterfall and Scrum teams.
* ACE Award winner for 2016 and 2017 for ensuring quality project delivery with quick learning and implementing new process. Got appreciated for keeping teams and deliverables on track during entire release cycle.
* Extensive experience in all aspects of handling an IT project.
* Proficient in planning, handling and supervising the project and working with distributed teams.
* Sound knowledge of Change management process. Sound knowledge of excel and expertise in creating reports and dashboard.
* Possess excellent communication, presentation and problem solving skills. Currently responsible for reporting and creating dashboards for higher level executives on weekly basis.

**CORE COMPETENCIES**

Documentation Project Scheduling Cross function supervision

Time Effectiveness Project Management Client Relation and Presentation

**TECHNICAL SKILLS**

**Programming languages:** SQL, C, C++, Perl, Java, HTML

**Databases:** Conceptual Knowledge of Data Warehouse and Data mining, MySQL

**Tools:** Infomaker, Servicenow, Adobe Photoshop, MS Excel, MS project, ALM,VSTS

**ORGANIZATIONAL EXPERIENCE**

**July’15-Till now with S&P Global Market Intelligence, Gurgaon as IT Project Management Specialist-II**

**Project: Platform Release**

**Responsibilities:**

* Working as Platform release Project Manager to ensure end-to-end quality project delivery.
* Focused teams on business objectives and tracked progress to ensure project milestones were completed on time, on budget and with the desired results.
* Managing and tracking overall Platform Delivery by coordinating with cross functional teams.
* Project planning, scheduling and milestone tracking for projects.
* Weekly Progress reporting and creating project reports and dashboards for holistic view of project.
* Leading executive meetings and sending companywide communications.
* Working on feedback from retrospective meetings and improving overall process.
* Resolving numerous project issues including staffing shortages, tactical matters, scope creep and divergent business and user needs.
* Anticipated and managed change effectively in rapidly evolving business environments.
* Setting up process for teams and projects.
* Transition of teams from waterfall to agile framework.
* Keeping stakeholders informed of progress of project and raise risk on time to ensure transparency and effective delivery.
* Involved in change management for projects.

**Project:** Platform Logging using K-ELK framework, Automation, Content Tools Release process set-up, Platform release management.

**Responsibilities:**

* Currently working as Project Manager for logging team**.** Objective of this project is to setup

**Feb’15-July’15 with Monster.com (India)**

**Highlights:**

* Working on new improvements and features to be added in website.
* Researched and worked on POC for geolocation visualization of search result on platform.
* Technologies used are perl, MySQL, Jquery, HTML and Solr

**Jan’12-July-13 with Mercer India Pvt. Ltd., Gurgaon as Senior Implementation Analyst**

**Growth Path:**

Jan’12-Jan’13 Implementation Analyst

Jan’13-July’-13 Senior Implementation Analyst

**Project Title:**

WebMD

**Responsibilities:**

* Creating dashboard and weekly and monthly reports for the team.
* Assisted Project lead in drafting Project plan.
* Tested the functional aspect of the application such as various life-events, payroll etc., and web-services.
* Performed Regression, UI & System Integration Testing.
* Tested the Implementation in Test/Staging web environments.
* Detected Defects and logged using ALM.
* Reviewing the requirement documents and ensuring the timely attainment of output.
* Manual Testing of Client portals, issue reporting.

**Highlights:**

* Bagged Rising Star of the Month Award for the month of July 2012
* Single handedly managed projects and reporting for team. Got appreciated by client for accurate analysis and testing.

**May’14-June’14 with Steria (India) Limited**

**Highlights:**

* 8 weeks industrial training in Noida
* Understood Change management process and documented the workflow.

**PERSONAL DETAILS**

Date of Birth: 8th Feb, 1990

Address: 195 D, MIG Flats, Green Aptt. , Rajouri Garden, Delhi-27

Hobbies: Cooking, Listening to music,Travelling

Languages Known: English, French