# SANIDHYA RASTOGI

# Project Management – Scrum Master Certified

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**Summary**

A dedicated, skilled Project Management with over 6.2 years of robust experience in capturing stakeholder’s requirements and converting them into implementation project documentation and specifications with a verifiable track record of managing complex IT projects and exceeding expectations. Strong interpersonal skills, highly adept at diplomatically facilitating discussion and negotiations with stakeholders, recognized project management skills, consistently delivering complex, large-scale projects on time and within budget.

**Areas Of Expertise:**

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| **Project Management** | **Requirement Analysis** | **Value Added Leadership** |
| Project Scheduling  Planning and monitoring  Production Plan  Project meetings with Business team and technical team | Capture Stakeholder Requirements  Risk analysis  Documentation & Specification (FRS/BRD) | Cross-Functional Communication and collaboration.  Client Relationship building, Reporting  & Presentations  Team Management |
| Project Management Methodologies | Agile , Scrum Master | Tools - JIRA, MS PowerPoint, MS Excel, MS office, CRM |

**Experience Summary:**

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| **Company Name** | **Designation** | **Duration** |
| New Technology Research Software services | Project Assistant | March 2018 – April 2020 |
| Hughes Communication India Pvt Ltd – on Payroll Aletheia Technologies Pvt ltd | Project Coordinator (IT) | Dec 2015 – Jan 2018 |
| Intarvo Technologies Pvt. Ltd, | IT Analyst | April 2014- Dec 2015 |

**Work Experience**

1. **New Technology Research Software services**

New Technology Research Corp (NTR) provides services and solutions for various sections of Microsoft Dynamics NAV such as Financial Management, Human Resource Management, Manufacturing, Project Management, Supply Chain Management, Sales and Service Management etc.

Working for multinational clients for gathering business requirements and enhancement of application. Also involved in sprint planning and execution.

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| **Project** | Manta (Microsoft Dynamics) |
| **Duration** | March 2018 – April 2020 |
| **Role** | Project Assistant |
| **Tools** | Microsoft Dynamics CRM , Jira, MS Projects, MS Excel |
| **Roles & Responsibilities**   * Requirement gathering, analysis, and documentation. * Daily scrum meeting and providing functional support to resources. * Production support issue analysis with RCA and resolution. * Planning of sprint and Gantt chart creation. * Cross-functional collaboration. * Managing work issues /Ticket Id in ERP dynamic NAV. * Overall responsibility for the correctness and completeness of the project plan assigned. * Providing timely and correct status reports to the client. * Raising issues, problems and delays in time and actionable. * Monitoring project performance and progress regularly * Review ongoing documentation of activities and deliverables. * Maintaining and completing Project Key Performance Indicators. * Maintaining a tracker of all the customers and preparing dashboards for leadership. * Updating project plans to include agreed changes. | |

1. **Hughes Communication India Pvt Ltd**

Hughes Communications is a wholly owned subsidiary of EchoStar. It is headquartered in Germantown, Maryland and provides a high-speed satellite internet service, HughesNet, which is the largest service of its kind with more than 1.3 million subscribers in the Americas

Business analysis in Telecom domain. Requirement gathering from business team and stockholders, and implementation of requirement into live environment.

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| **Project** | Midas |
| **Duration** | December 2015 – January 2018 |
| **Role** | Project Coordinator (IT) |
| **Tools** | SAP, Jira, Midas, MS Excel, MS PowerPoint |
| **Roles & Responsibilities**   * Scoping, Requirement Capturing, dealing with various business owner and application owner * Analyze client requirements and create requirement documents like BRD, FRD to facilitate communication between IT teams and clients. * Develop Business Architecture using functional and Non-functional requirements such as scope, processes, constraints, alternatives and risks. * Conduct functional and User Acceptance testing to meet client needs. * Conducting weekly meetings with the business owner, updating various stakeholders on the current progress and incorporating their feedback in a timely manner. * Handling product tasks, backlog, preparing production plan and vendor management. * Understanding of business analysis, process management and best practices * Providing functional support during deployment. * Well versed with Agile Methodology and have readiness to work in a collaborative environment especially in Agile teams. * Joint application development with integration of multiple applications.   **Project Highlights includes:**   * Midas, Business analyst/Requirement analysis, Software engineering development, SAP based application development tool offers reach, flexibility, maintainability, and ease of use of the development tools to create new client/server applications on the host, extend the support for new system interfaces, a database application having features of data warehousing, and Billing systems. | |

1. **Intarvo Technologies Pvt. Ltd**  
   inTarvo Technologies Private Limited provides technology services. The Company offers infrastructure management, security, and automation services. inTarvo Technologies serves customers in India.

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| **Project** | DeN Networks |
| **Duration** | April 2014 – December 2015 |
| **Role** | IT Analyst |
| **Tools** | Jira, MS Excel, CRM, HelpToDesk, MS PowerPoint |
| **Roles & Responsibilities**   * Proven experience in converting client requirements into implementation projects by developing wireframes (Axure). * Conducting weekly meetings with the client, updating various stakeholders on the current progress and incorporated their feedback in a timely manner. * Interacting with clients and understanding their requirements. * Understanding of business analysis, process management and best practices * Scoping, requirement capturing, gap analysis and delivery in consulting and software services projects * Fast experienced in bridging the project communication/transaction between onshore and offshore client/team. | |

**Qualifications**

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| **Level** | **Subject** | **College or University** |
| UG Degree | Bachelors of Technology (EC) | Uttar Pradesh Technical University |
| 12th | P.C.M. | UP, Board |
| 10th | All subjects | UP, Board |

**Award**

Model of excellence (Employee of the Year 2015-16)