**Latika Bhuttan**

**M:+91** **9654221568** **E-mail**[**:** latika.bhuttan@gmail.com](mailto:surtibangia17@yahoo.com)

**Career** **Objective**

Highly motivated and a resourceful individual with 9 years of experience facing challenges enthusiastically to achieve consistent quality results. Adept at performing various tasks using excellent written and verbal communication skills.

**Work** **Experience**

**Profile:** Project Head

**Organization:** **National Scholarship Portal**

**Duration:** June 2020 – till today

**Key Skills:** Linux, Postgresql, Openshift3.9, Gitlab, Jenkins, Nexus, Nagios, Gerfana and ELK basic, Communication Skills, docker , basic code analysis,

**Main responsibilities**

• Ideate on new business projects

• Responsible for all operational and administrative tasks.

• Coordinate with all stakeholders and partners directly for project-based collaboration and implementation.

• Work single handily on various projects

• Work closely with the Project Director and the Director of the organisation to achieve targeted goals for the year.

• Support with ideas on new projects and prepare budgeting for the next year.

• Delivery of projects/project work streams within cost, time and quality requirement.

• Quality and timeless of documentation.

• Quality, accuracy and appropriateness of reporting.

* Work on deployments in openshift , DB queries, monitoring, linux tasks(VA patching, SSL update) , create jobs in Jenkins, gitlab task, garfana setting and business communication, set docker container)
* Set scripts and cronjobs accordingly.
* work on Postgres multiple tasks:

– Take dump/ dumpall and restore in DB

– copy CSV to DB or vice-versa

– Replication set if broken.

– Basic DML commands

– Set permission as per user requirement.

**Business,** **Partnership** **and** **Programme** **Development**

• Provide practical level of support and guidance to the organisation within work process area by responding to queries and escalating where necessary.

• Maintain systems, processes and documentation to ensure delivery and effectiveness of processes and procedures.

• Contribute to project design and shaping of targets using practical experience and knowledge.

**Customers** **&** **Stakeholders**

• Communicate and connect with vendors/ partners/ stakeholders to co-ordinate project delivery tasks and day-to- day updates.

**People** **Management**

• Mentoring and guiding colleagues ensuring all were trained in product knowledge and capable of performing assigned duties and analysing performance based on the calls made and supporting the seniors in collating data.

Key Projects:

**Profile** **01:** Developer for poc of project

**Organization:** Poc Project NSP and Indigo

**Duration:** April 2020 – June 2020

**Technical Skills:** PAM (Process automation Management), Jboss7.2, Database, JBPM components, docker, core java

Main responsibilities

* Gave live sessions on JBPM to our company employees.
* Coordinatewithvendorsforvariousdaily-basisrequirement.
* Expand and create the vendor database such as printing, stationary, website developers, social media marketing agencies, photographers and other project-based vendors.
* Maintain and update the existing publishers’database.
* Track websites and cull out data from CMS of the webpages.
* Reports on individual projects.
* Informationsharedviatele-callsandemailerstotheprospectivecustomers

**Profile** **02:** Business Analyst

**Organization:** Indigo Airways

**Duration:** July 2019 – March 2020

**Technical Skills:**  TFS, Aglie methodolgy, putty, citrix, restapi, postman,core java,ESB service,Business Communication

**Profile** **03****:** DevOps

**Organization:** **Fuse Integration**

**Duration:** April 2019 – June 2019

**Technical** **Skills:** Camel,fuse, Mysql, RestApi, Mybatis Components, Postman, Database, ESB

**Profile** **04:** **Data Analyst**

**Organization:** Tulip technologies pvt ltd

**Duration:** March 2015 – April 2019

**Technical** **Skills:** Postgres Database, Business analysist

**Profile** **04:** **German Associate**

**Organization:** Xchanging Technology Services India Pvt

**Duration:** October 2012 – February 2015

**Technical Skills:** German language

**Key** **Accomplishments:**

* got incentives many a times for Outstanding performance at Client Side by current Organization
* got **best employee award** by my last company i.e. Xchanging Technology Services India Pvt. Ltd (November, 2014)
* have been awarded with the scholarship for an intensive German language program in ISU Fulda, Germany ( 18July, 2014 – 17August, 2014)

## Professional Qualifications:

* DevOps certification from Edureka.
* Done Linux basic course in fostering Linux
* One year Diploma course in Computer from F-TEC, Kamla Nagar
* Done GNIIT course, Software engineering from NIIT (Proficient in use of Office application Software- Window, MS office, DTP, Web Designing, language, Programming, Internet etc.)

**Educational Qualifications**

* 12th in Humanities from CBSE, 2005.
* Graduate from DelhiUniversity, 2008
* Completed MBA in **System and International Business 2009-2012** from IMT, Ghaziabad
* Three years language course in German from Hansraj College (2012-2015)

Pursuing presently MCA from IGNOU

**LANGUAGES KNOWN**

* Hindi
* English
* German

I hereby declare that all the information provided above is correct to the best of my knowledge & belief.

**Latika Bhuttan**

**Date:**