Neha Jain

“Software Project Management Certified by iact”

9910661184, nehajainmrt@gmail.com

Project Manager

PERSONAL SUMMARY

A competent and experienced project / program manager, with over 8 years’ experience in managing multi-disciplinary teams of varying sizes and complex programs of work. Expertise in project management software such as Microsoft Project.

Have excellent communication and interpersonal skills.

Provide organized and quality driven response to shifting priorities in project scope

Possess excellent time management skills

Have high integrity and trust qualities

A confident communicator with strong interpersonal and analytical skills who thrives on social interaction and customer satisfaction.

Key skills

AREAS OF EXPERTISE

* Done Successful Project planning and reporting
* Time and Risk management
* Worked on Product development and Process Improvement
* Believe in PMP Methodology and incorporate it in my Projects.
* Strongly focus on project quality with best coding practices followed by complete team.
* Managed a diverse team of professionals.
* Results driven; Strategic thinking and High levels of integrity.
* Managed significant inputs & relationships with third parties throughout the full lifecycle.
* Possess a firm understanding of multiple project management methods.

Work experience

OCSBOX- PROJECT MANAGER Jan 2015 – Present

Responsible for ensuring the safe delivery of all projects and in accordance the company policy & procedures and adhering to all statutory and regulatory legislation.

* Working closely with clients to understand their needs.
* Attending client meetings & guiding them through processes.
* Producing timing, costing and scoping documentation.
* Establishing the overall success criteria for a project, including; time, cost, technical and performance parameters.
* Writing progress reports & presenting them to directors.
* Monitoring all work in accordance with schedules.

MY WORK PORTFOLIO AT OCSBOX

Project #1

Project Name : minavo.in

Role : Project Manager

Description : Minavo.in is a company website of Minavo Telecoms based on telecom solutions like IVR, Call Recording, Inbound, Outbound Calls etc.

Responsibilities :

* Interacting with Client and gathering requirements
* Managing the PHP, design and SEO team.
* Managing the day-to-day operational aspects of the project.
* Attending client meetings & guiding them through processes.

Technologies used: WordPress

Project #2

Project Name : vagent.co.in

Role : Project Manager

Description : Vagent is a portal for creating IVRs

Responsibilities :

* Interacting with Client and gathering requirements
* Attending client meetings & guiding them through processes.
* Producing timing, costing and scoping documentation.
* Establishing the overall success criteria for a project, including; time, cost, technical and performance parameters.

Project #3

Project Name : morusshop ecommerce

Role : Project Manager

Description : It is a Magento application for online selling of Carpets, rugs, puffs and other home accessories

Responsibilities :

* Interacting with Client and gathering requirements
* Producing timing, costing and scoping documentation.
* Establishing the overall success criteria for a project, including; time, cost, technical and performance parameters.
* Managing the team of Magento Developers, designers, PHP and SEO expert.
* Quality testing and getting the project to closure.

**OTHER PROJECTS**

MTNL WAP, MTNL Admin Portal, OCSBOX Website, Morusshop.com ecommerce website on Magento

Other Project

Company Name : Rashtriya Madhyamik Shiksha Kendra

Project Name : rmsaindia

Role : Project Manager

Domain : e-governance

Description : education website for poor children sponsored by Government of India

Responsibilities :

* Interacting with Client and gathering requirements
* Managing the team of Joomla experts, PHP dev, QA and designers.
* Attending client meetings & guiding them through processes.
* Producing timing, costing and scoping documentation.
* Establishing the overall success criteria for a project, including; time, cost, technical and performance parameters.
* **Got special appreciation from Client (Education Minister- Smriti Irani) for this project.**

**PREVIOUS CAREER HISTORY**

* Team Lead, Eastern Software Systems, Noida Apr 2014- Dec 2014
* Associate Interactive Developer, Sapient, Noida Aug2010-Apr2014
* Web-Designer, Info Axon, Noida Jun2009-Mar-2010
* Web-Designer, Contata Solutions, Noida Oct 2006-Jun2009

**TECHNICAL SKILLS**

**Languages :** PHP 5, JAVA (Core), ASP, HTML

**Databases :** MySql 5, Oracle 10g/11g, SQL Server, MS-Access

**Web Technologies :** HTML, Java Script, Ajax, CSS

**Web Server** : Apache, IIS

**Project Management Tools :** Microsoft Project

**Scripting Tools :** Dream weaver, Sublime, NotePad++

**Open Source CMS :** Joomla, Liferay, Tridion, Day CQ5, Hybris, Magento

**SDLC Methodologies :** Agile, Waterfall

**ACADEMIC QUALIFICATIONS**  
Aspiring **PMP Certification**, possess 35 PDUs

* Software Project Management Certified by iact
* Done PMP training (35 PDUs) and aspiring for PMP Certification.
* MBA-IT from PTU, Jalandhar (2010)
* BCA(IGNOU), BFA (CCSUM) - 2006
* 10+2 –MPGS (Meerut, UP) CBSE BOARD.

**OTHER AWARDS AND TRAININGS**

* Bagged “**You Make a Difference**” Award in Sapient twice
* Got a numerous appreciations from Clients.
* Got a Winners award in Fun Activity in Sapient.

**PERSONAL DETAILS**

* Name : Neha Jain
* DOB : 20 Dec 1984
* Husband’s Name : Mayank Jain
* Address : 414/16, Vasundhara, Ghaziabad, UP-201012
* Phone : +91 9910661184
* E-mail : nehajainmrt@gmail.com
* About Me : Reading Books, photography, swimming.
* Passport : M6470149

Thanks, Neha Jain