Thayyaba Shaik

**Email:** [**tayyaba2018@yahoo.com**](mailto:tayyaba2018@yahoo.com) **Contact: +91-630361266**

# Objective:

To make a significant contribution in the organization in organizing, controllingand coordinating all project related activities in an organization with an easy adaptive change in work environment. To ensure all business related decisions run smoothly.

# Education:

* + PGDM (Postgraduate Diploma in Management) in Information systems from AIMA, Delhi.
  + B.Tech [IT] Bachelor's in Information Technology from JNTU, Hyderabad.

# Experience:

## Job Title | Company | Dates From - To | DOMAIN

* PROJECT CO-ORDINATOR | SIENNA GROUP| Nov2018 – JAN 2019

## Project co-ordinator | Safran Engineering services|Jan 2016-Oct 2018

# Roles and Responsibilities:

* Communicate to all project stakeholders on project progress and risks, collect feedback on the same.
* Managed deliverables, resource calendars and all project related reports.
* Coordinate internal resources and third parties/vendors for the flawless execution of projects
* Ensure that all projects are delivered on-time, within scope and within budget
* Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
* Ensure resource availability and allocation.
* Analyze project requests from management to identify project goals and objectives.
* Monitoring, Controlling and tracking project status, progress of team member’s and assigning tasks.
* Create, schedule and assign tasks to the project team.
* Work with team to make sure that project is on track, to remove impediments, provide resources and data needed.

# Projects Handled:

**PROJECT | TEAM SIZE | TECHNOLOGIES USED | DURATION**

* **SES Server Migration** | 10 | Java, REST tool, SQL |Feb2017-July2018
* **SAP ERP Implementation | 9 |** SAP BO objects, SAP Tool **|**Feb2018-Nov2018
* **Airline Ticket Reservation System** | 9 | ASP.Net, C#, MYSQL | Aug2016-Jan2017
* **Supplier Information System | 9 |** ETL, MSBI, SQL, RDBMS | Feb2016-July2016

# Skills & Abilities:

* Project Management Tools: MS Project Server, Jira, Confluence.
* Experience in SDLC (Software Development life cycle) in implementing IT projects.
* Experience in MS-Office tools.
* Experience in VBA scripting, Core Java.
* Working Knowledge on other PM Tools – CA Clarity, SAP PPM.

# Trainings/Certifications/Active Groups:

* Done six-month Internship on Oracle and Java Application Developer Associate Course from SQL International, Hyderabad.
* Attended a two-day workshop on Project Management Tool MS-Project from PMI authorized, Proventures Consulting Services, Hyderabad.
* Completed PMI-ACP basic level training from PMI Bangalore chapter.
* Agile Scrum Certified, July 2017.

# Summary:

* I look forward to work on projects on different domains**.** Where I can have interaction with different stakeholder’s present in different locations. Where I be a liaison between both clients and management.

**THAYYABA SHAIK**