

Education

Master of commerce (M.Com)

Indira Gandhi National
Open University (IGNOU)

2020-2022

Bachelor of commerce (B.Com)

Sies College of Arts
Science and Commerce

2013-2016

Grade 12

Model College of Science
and Commerce





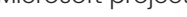







2012-2013

Grade 10

Model English School

2010-2011

Skills

- Project Management 
- MS Office 
- IT Operations 
- Communication skills 
- Microsoft project plan 
- Time management 
- Strategic Planning 
- Multitasking 
- Business Analysis 
- Team Management 
- Agile Methodologies 
- Documentation 

Volunteering

- Volunteered at Paws NGO: Food for dogs

About Me

Seasoned IT Project Manager lends unique oversight for critical info technology programs. Resourceful, tech-savvy approach honed toward implementation of project specifics. Highly adept in request for proposal development to delivering project initiation documents. Enthusiastic technical professional with complete understanding of entire software development lifecycle. Expert at leveraging diverse teams to produce revolutionary and successful products. Highly trained in conducting an analysis of high-risk situations that can cause project delays. Track record of on-time rollouts that met all project milestones and specifics. Applying creative and analytical approach to operations for continuous process improvement.

Work Experience

Junior Project Management | Fusion Practices Pvt Technology Ltd

March 2021 - Present

- Prepared project timelines and discussed them with the senior management.
- Formulated Project Plans, Project initiation documents, Status reports, risk and issue logs, and change management.
- Carried out the daily standup calls discussing the key risk and issues
- Connected with the senior management for discussing the key risks relating to the delay of tasks and timelines.
- Worked on five projects described briefly below:

Project 1 - FP Marketing approval board (Internal Project)

- 1.Established a marketing approval board for the marketing team and senior management for approval of content on a weekly basis.
- 2.Conveyed the agenda and minutes of the meetings in advance to the team.
- 3.Responsible for setting up terms of reference for the marketing approval board, required calls between the Senior managers and the marketing committee for content management.
- 4.Managed to get the content approved by the senior management.

Project 2 - Oman Insurance corporation

- 1.Handled the weekly status reports to track the progress of the Project.
- 2.Regularly updated the risk and issue logs.
- 3.Augmented the reason as to why the project is amber or red and ensuring communication with mitigation planned.
- 4.Fixing up the calls for the team to ensure regular communication. Updating the Change request log and ensuring.

Project 3 - Fusion practices Awards(Internal Project)

- 1.Researching industry-specific awards for the company.
- 2.Creating a project plan for and also updating the risk and issues if any. Collecting the required information from the resources for filling up the nominations before due dates.
- 3.Managing the budgets and getting approval. Applying to the awards before deadlines.

Project 4 - MUFG P2P

- 1.Prepared Project initiation document for MUFG.
- 2.Formulating a standard folder structure for the new projects and adding up all the required documents to start the project and a project plan in Microsoft project plan.
- 3.Maintained a log of Resource documents and keeping them up to date.
- 4.Setting up of weekly calls for the team to discuss the project progress and any risk and issue if any.
- 5.Administering resources queries and reporting to the senior manager in case of any risk or issue being involved in it.
- 6.Took care of the minutes of the meeting for all the calls.

Project 5 - Fidelis

- 1.Created a project plan with the list of deliverables and timescales by connecting with the project senior member.
- 2.Maintained risk and issue log and updating the current risks and raising the risk to the senior management with the importance.
- 3.Kept in track if the project activities are within the scope decided.

Certifications

- Google Project Management, Coursera (April 2022 – Oct 2022)
 - Agile Scrum foundations, Simplilearn (April 2022)
 - Global financial marketing professional, Bombay stock exchange (June 2016 – Oct 2017)
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Hobbies

- Dancing
 - Trekking
 - Traveling
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Languages

- Hindi
- English
- Malayalam
- Marathi

Operations Executive | I3 wealth management

Feb 2019 – February 2020

- Streamlined company processes and procedures while enhancing customer satisfaction.
- Drove operational direction, administrative and cost efficiency, and coordination of security program initiatives on behalf of clients.
- Drafted reports for upper management as directed and timely updated NAV's their high and lows and research regarding same.
- Processed mutual fund transactions via BSE STAR MF.
- Interacted with clients directly to discuss project specifics and goals.
- Applied for KYC of clients and completing their process, processing of units and settling of transactions that are reported at BSE Star MF and reporting same to asset management company.
- Leveraged experience through vital management positions guiding business to success.

Virtual Internship | APAC Citi Bank

February 2020

- Formulated analysis assessments to make informed decisions on proposed projects.
- Prepared a one-page company profile and selected the appropriate comparable companies.
- Led business initiatives resulting in numerous multi-year contracts.
- Calculated relevant financial metrics Summarize key findings in an email.
- Made decisions with broad and positive impact on security management operations.
- Monitored internal controls to protect client facilities and assets.
- Interacted with clients directly to discuss project specifics and goals.

Operations Intern | ICCL (Indian clearing corporation)

May 2018 – November 2018

- Gained hands-on experience in Mutual Funds Markets.
 - Processed of mutual funds orders on a timely basis to the AMCs.
 - Cleared Mutual Fund transactions in case of any kind of delays
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Accomplishments

- Created a timeline for content to be approved on a weekly basis so that there is no delay.
- Applied for almost 12 awards for the company and got into finals for 9 and won 1 award with apt execution of the project timelines being created for them.
- Addressed key change requests required by the client which were out of scope and discussed them with the key senior management so that the team could challenge them on the client side.
- Thoroughly looked after the project timelines and encouraged the team to stay on time. In case of delays, took it up as a risk and let the matter escalate to the senior management. This helped the project to be delivered on time without any delays