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| Gayatri G Sabat  Project/Knowledge Management  Phone icon8291081929 | Email icon gayatrisabat05@gmail.com | |
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| PROFILE A total experience of 9 years in varied domains like Project Management, Knowledge Management, Learning and Development in GIS world. My major interest is in Project Management. In my current role, I work as a Project/Content Manager in L&D HR department for a leading maps & innovation company. Actively involved in analyzing project needs, managing & executing the project using Agile methodologies and working very closely with the business to achieve the set goals. I am also responsible for maintaining the freshness & quality of the content of Knowledge Management portal. In the past, I have worked as a Project coordinator managing people, vendors & suppliers. On the personal front, I am a dance and fitness enthusiast. I am social and love dining out. | | | | | |
| SKILLS  * Agile Project Management * Compliance ManagemeNT * VENDOR MANAGEMENT * CONTENT management * reporting * problem solving * ownership * industry research | | | EXPERIENCEHERE Technologies November 2011-Present  In this role, I manage the end-to-end process of Project Management for Knowledge Management portal which is consumed by for 6000+ employees at all levels including senior managers and directors. This is a global role as in addition to India offices, I also cater to the Europe and US teams.  **Main responsibilities include**:  - Conduct Project Requirement Gathering sessions across businesses, create user stories for Development Teams, Coordinate with Testing teams, Provide Demo sessions to the stakeholders, take feedbacks & ensure its implementation before the launch  - Organize project kick off meetings and weekly status calls for stakeholders  - Draft and document project and production plans before initiating the projects  - Active contribution to the continuous improvement of project framework through SWOT calls for successful organizational transition to Agile  - Acts as a Scrum Master within the team ensuring scrum framework is followed  - To keep a track of JIRA incident/ticket SLA’s and to ensure Project KPI’s are achieved consistently  - Monitor Change Management efficiently for all project specific changes in scope, cost, schedule, escalations, and incremental service requests from clients by adhering to change request tracker  - Research on new Project/ Knowledge Management trends in the Industry, for e.g., Microlearning, LXPs, Gamification etc. Study their application, relevance, and impact on the business  - Research on new Benchmarking awards for all the acumens within L&D & HR department  - Perform Qualitative & Quantitative risk analysis on risks identified and plan risk responses to control /minimize those  - Have two resources functionally reporting to me. Mentoring them for project/content management processes, and weekly connects  **Projects**:  Number of Green belt projects worked on – 2  Number of Transition projects worked on – 3  Overall project management experience – 6+ years  **Initiatives within Organization:**  - Coordinated with Advanced engineering launch team and R&D team to perform calibration of existing tools through testing approaches like AV/IV, Sandbox, AB testing. Also, UAT for new tools to be released globally  - Worked as a Map reporter for enhancing the quality of HERE Maps in India  Committee member in Cultural activities on organizational level  - Helping in driving the Agile transformation at work from a learning perspective with suggesting the right content, driving agile culture and initiatives like Agile month etc.  **Achievements**  - Recognized with the “Golden Impulse” (2013) award for the creative and innovative efforts to enhance the process, from VP-Global Production  - Recognized with the “Teammate” (2016) award for taking organizational initiative in calibrating the production tools and efforts invested in reduction of error trends to improve the process, from Director-Global Production  - Recognized with the “Rising Star” (2018) award for submitting valid updates to improve map database  - Passed ISO Audit with flying colors (2019)  - Recognized for introducing the Microlearning concept in the world of Knowledge Management (2020) | | |
| EDUCATION 2010-2012  Master’s in computer applications (Grade B)  2008-2010  Bachelor’s in computer applications (Grade A) Certifications  * Certified Scrum Master * Leadership and Strategic Management - IACT * Lean Six Sigma White Belt Certified * Value Stream Mapping * Lean Practitioner & Lean Guide Certified  personal interests  * traveling * reading * MUSIC * Experimental Cooking | | |