|  |
| --- |
|  |
|  |  |  |  |  |
|  Gayatri G Sabat Project/Knowledge ManagementPhone icon8291081929 | Email icon gayatrisabat05@gmail.com |
|  |
|  |
| PROFILEA 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 TechnologiesNovember 2011-PresentIn 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 – 2Number of Transition projects worked on – 3Overall 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 IndiaCommittee 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) |
| EDUCATION2010-2012Master’s in computer applications (Grade B)2008-2010Bachelor’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
 |