Geeta Rawat

Email Address:rawatgeeta.pm@gmail.com

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|  | **Qualifications** |  |

* A Project Management Professional with over 11+ Years of experience in business excellence with fortune 500 Clients. My core competencies include Data Analysis, Project Management, continuous improvement & Client Relation. I have worked with US, UK & India Clients (Walt Disney World, British Gas, and Benelux. BT & Sprint/Ericsson, AT&T, Goldman Sachs, Morgan Stanley and Merrill Lynch , Pelican and Eton) primarily to coordinate with IT Domains (ITSM) Service Support, Service Support and Service Delivery and Investment banking
* Engage business stakeholders to identify and incorporate business owned project tasks and dependencies
* Cloud migrations, a project / program manager for Application / Server migration
* Experience in handing wide variety of Infrastructure projects including HW/SW Upgrade, Steady Stage operations and Server Build Projects.
* Experience with projects in multiple technologies and functions including project work stream Development, Network and Infrastructure Implementation Database and other interfaces Security ,Performance testing .
* Serve as the conduit between the customer community (internal and external customers) and the software development team to ensure business goals are achieved
* Strong Infrastructure project management experience, Mainly on cloud e Effective English Communication Verbal & Non-verbal Strong working knowledge of project-planning tools like MS Project, MS Excel, MS Power point Effective
* Managing team sizes up to 10 members to achieve project objectives.
* Responsible for working with vendor, contract, or internal IT delivery resources to define project scope, technical requirements and determine high level estimates
* Good Experience on these environment [Public AWS, Azure & Google / Private Cloud].
* Managed Project life cycle by using tools like MS Project & Rational Portfolio Manager.
* Experienced in designing wide range of RFS, RFP, and SOW etc.
* Hands on Skills on Cloud Migration Fundamentals Good understanding of current and emerging Cloud technologies & tool Profession
* Defines resources and schedule for project implementation
* Highly experienced in managing Investment Banking, telecom and infrastructure projects.
* Hands on experience on Vendor Management with BSNL, Avaya, Nortel, Cisco, HP, Airtel etc.
* **PMP** Trained and pursuing certification, **ITIL V2 Foundation Certified**. **IBM Internal certifications** completed for project management.
* Possess excellent interpersonal, communication and analytical skills with demonstrated abilities in customer relationship management.
* Project/Program Management
* Managing overall operations for executing multiple projects involving initiating, scoping, high level design & architecture, resource mobilization, execution within cost & time parameters.
* Monitoring / tracking the projects with respect to budgeted cost, demand forecasts, time over-runs to ensure timely execution of programs.
* Conducting project closures meetings and addressing all the important issues.
* Defining best practices for project support and documentation

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|  | **Technical Summary** |  |

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| **Web Development Tools** | XML, HTML, CSS,  |
| **PROJECT Management SOFTWARE** | Estimation, Scheduling ,Budget Mgmt, Resource Mgmt, Collaboration Software |
| **Microsoft Office Suite** | Project, Word, Access, Excel, PowerPoint, Visio, Visual Studio, Outlook  |
| **Database** | SQL, Oracle, SQL Server 2000,  IBM DB2,Microsoft Access, FoxPro |
| **Content Management Tools** | ADOBE CQ, Sitecore |

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|  | **Professional Experience** |  |

***Career Highlights:***

 **Project Manager**

USA JULY 2019 - **TO TILLDATE**

***Project: (Upgrade***, New Services***)***

***Company:XPO logistics***Hazelwood, MO 63042,

* Providing IT Project Management with creating project plan, gather requirements, determine budget, create schedule, and implementation for Confidential Center of USC.
* Work closely with Hospital Leadership to identify and document specifications based on assessment of the user’s needs and generate a schedule to complete the list of objectives.
* Work with leadership groups and users to update hospital applications, case tracking project in surgery, Cerner Go-live, Synapse, OTTR and Lawson.
* Agreeing deliverables/milestones and reporting project progress to the account specific management in place on the particular project...
* Technical Project Review Meetings, Customer facing Meetings, attend Review Meetings and produce all documentation and minutes as appropriate.
* Meet with Department Directors to discuss and develop a schedule to refresh and replace over 500 desktops and laptops for the campus-wide

**Associate Project Manager – (IT Infrastructure) SW/HW Upgrade Telecomm Projects.**

USA JUNE 2017 – MARCH 2019

***Project: (Upgrade***, New Services***)***

***Company:iOLAP***Frisco, TX 75034

* Delivered 40 + Upgrades, projects including HW/SW Upgrade, Steady Stage operations and Server Build Projects.
* Worked on Build Quality Improvement initiative and defined the framework, process and implemented the same with success...
* Managing multiple complex projects with resources spread over multiple locations.
* Agreeing deliverables/milestones and reporting project progress to the account specific management in place on the particular project...
* Technical Project Review Meetings, Customer facing Meetings, attend Review Meetings and produce all documentation and minutes as appropriate.
* Managing all changes in accordance to the Change Management Process so preventing the implementation of unauthorized changes and cost exposures.

**Associate Project Manager – (IT Infrastructure) SW/HW Upgrade Telecomm Projects.** UST GLOBAL – Gurgaon India Dec 2013 - April 2014

***Project: (***Upgrade, New Services***)***

***Company: Mahindra,Africa and USA.***

* Creating and issuing out release notices to stakeholder and external clients updating clints of the delivery of the software in each development environment
* Continuous application of case tracking/management methodology in each project and development environment
* Creating and executing process improvement initiatives for new change management processes within the internal organization
* Partner with senior leadership teams on any initiatives and programs within the organization
* Technical Project Review Meetings, Customer facing Meetings, attend Review Meetings and produce all documentation and minutes as appropriate.
* Managing all changes in accordance to the Change Management Process so preventing the implementation of unauthorized changes and cost exposures.

**Associate Project Manager – (IT Infrastructure) SW/HW Upgrade, Steady State, SOW, SW and Server Build Projects.** IBM INDIA PVT INDIA (Noida, India): Feb 2011–Nov 2013

***Project: (***Upgrade RAM on the Selectica Linux/Unix servers***)***

***Company: (Walt Disney World, BG Group, Florida & Texas***

* Delivered 62 + Upgrade, Steady State & Server Build projects to bring Disney a/c & SOW, SW to BG Group in green status. Worked with Benelux on cloud migration, with following environment  [Public AWS, Azure & Google / Private Cloud]. Experience in handing wide variety of Infrastructure projects including HW/SW Upgrade, Steady Stage operations and Server Build Projects,.
* Worked on Build Quality Improvement initiative and defined the framework, process and implemented the same with success...
* Managing multiple complex projects with resources spread over multiple locations.
* Agreeing deliverables/milestones and reporting project progress to the account specific management in place on the particular project...
* Technical Project Review Meetings, Customer facing Meetings, attend Review Meetings and produce all documentation and minutes as appropriate.
* Managing all changes in accordance to the Change Management Process so preventing the implementation of unauthorized changes and cost exposures.

**Senior Technical Support – PMO –IT Telecom** HCL TECHNOLOGIES Limited (Noida, India): June 2009–Dec 2010

SOW, Charter, preliminary, scope statement, WBS, project plan execution, minute of meetings, Integrated change control, project performance reports, update of project plans, scope verification and acceptance, organization process updates, Project closure report, Update metrics, Project archival.

***Career Highlights:***

***Project: (***MCCS-Migration of Servers***)***

***Company: (Ericsson Sprint, AT&T, British Telcom, Kansas, Texas& Great Britain***

SOW, Charter, preliminary, scope statement, WBS, project plan execution, minute of meetings, Integrated change control, project performance reports, update of project plans, scope verification and acceptance, organization process updates, Project closure report, Update metrics, Project archival.

**Executive –PMO (IT – Investment Banking)** ▪ HEADSTRONG SERVICES PVT LTD, (Noida, India): Mar 2007–May 2009

Worked as a PMO Executive on variety of Investment Banking focused on Daily PMO Activities to ensure the deadline and project delivery SLA are met.

***Career Highlights:***

***Project: (***MS,GS & ML Migration***)***

***Company: (MorganStanley, Goldman Sachs &***Merrill Lynch, ***New York***

* Project Start up and Allocation & Closures...
* To maintain adding/deletion the DL, s and access controls.
* To maintain adding/deletion the DL, s and access controls.
* Providing support in project management office in various project relation activities.
* Tracking all necessary statistics and providing reports MIS.
* Customer facing role with weekly touch point calls on project status.
* Maintaining Project SOW, SLA, and Project Reports.
* Client engagement services and solution implementations.
* Maintaining various Team Rooms and update them as and when requires as per the status of the projects.

Reviewed and analyzed business requirements to define automation test approach and strategy of Client Reporting. Helped maintain MIS, Documentations and project allocation.

***Career Highlights:***

***Project: (***IDEA, Dish Tv & BSNL Migration***)***

***Company: (***IDEA, Dish Tv &BSNL, India)

* To maintain PMO artefacts.
* Daily/Weekly and Monthly Reporting.
* Project Start up and Allocation & Closures.
* Providing reports MIS & Financial Reports.
* Project Summary and RFP/RFQ,s.
* Project Updates and Risks maintenance.
* Project Start up and Allocation.
* Client Interaction/Communication.

**Executive – PMO** ▪ Tech Mahindra Limited (Noida, India), May 2006–March 2007

As a member of the Project Management Office ensuring the reporting daily, weekly and monthly, Actively allocating projects and maintaining distributions list.

***Career Highlights:***

***Project: (***British Telecom Migration***)***

***Company: (***British Telecom, UK)

* Project Start up and allocation.
* Worked on RFP and project charters.
* Complete all requirement form and reports within established timeframe.
* Tracking all necessary statistics and providing reports (show rates, turnover etc) as requested.
* Possessing a complete knowledge and understanding of all products and Quality guidelines for all clients and programs.
* Support and Monitor all Project Reports.
* Providing all projects update to external /internal stakeholders.
* Maintaining Project SOW, SLA,s and Project Reports.
* Providing RFQ, RFP.
* Generating MIS Reports.
* Providing project startup /transition and Implementation for new projects.

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|  | **Education and Credentials** |  |

Bachelor of Arts in humanities: Sep 2005

DELHI UNIVERSITY▪NEW DELHI – INDIA subuhi