**Jayganesh Pachamuthu**

Seasoned professional with 8+ years of experience as **Project Coordinator and Analyst**, skilled in streamlining operations with result-driven processes, strong client communication capabilities and maintaining schedule to ensure maximum customer delight and business revenue.

**HIGHLIGHTS:**[**Project Planning - Resource - Timesheets – Reporting – Revenue Tracking – On Time Deliverable**]

Creating and maintaining detailed project plans, status reporting, financial analysis, resource staffing, issue resolution, meeting logistics, and project administrative tasks

**Professional Summary:**

* Strong experience in all phases of the software development lifecycle involving requirement gathering, development, documentation, testing and maintenance and Project Control.
* Strong project management ability to successfully manage multiple tasks at any given point, strong relationship building and communication skills.
* Imparted technical direction and guidance to the development team to create designs, develop systems, resolve issues and manage development schedule
* Exposed to Project Management tools as JIRA, Trello, Kanban, Confluence, MS Project in the work environment.
* Sound knowledge in RCA, Application support, incident, change, problem and SLA management
* Demonstrated fluent client handling capabilities throughout the entire project lifecycle
* Create and maintain issue logs, meeting minutes, meeting schedules, project summaries and updates
* Responsible for End to End Testing (also creating the test plan, use cases and test scripts) for the code fixes and changes to ensure client requirements are met
* Creating plans for implementations and coordinating the releases with multiple teams.
* Regression testing with various field and on-time deliverables.

**Non -Technical Skill:**

* Thinking, Problem Solving, Planning, Listening, Information Hunting, Co-operative,

Flexible, Responsible, Honest, Persuasive, Positive Attitude, Quick Learner.

* Fluent in Tamil and English.

**Technical Skill:**

* **Documentation:** Creating Proposals, Detailed Report Writing, Functional Requirement Document, Project Document, Managing Operational Reports, etc.
* **Methods & Technologies:** JIRA, Kanban, Trello, Confluence, Citrix, Sharp, Putty, Case, Heat, Work Station Plus, Nitro, Excel, Charts, Analysis, Presentation, Tables, Data Management, Microsoft Office Package, Communicator Tools, Sql.

**1. REMPAR SOLUTIONS PRIVATE LIMITED Feb 2020 – Oct 2020**

**Role: IT - Project Coordinator**

* Organized and facilitated Agile and Scrum meetings, which included Sprint Planning, Daily Stand-ups, Sprint Check-In, and Sprint Review & Retrospective.
* Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility coordinate internal resources and third parties/vendors for the flawless execution of projects.
* Collaborate closely with developers to implement the requirements, provide necessary guidance to testers during QA process.
* Provide project level analysis – producing required project analysis documentation (business requirements, use cases, UAT plan).
* Develop a detailed project plan to track progress.
* Ensure that all projects are delivered on-time, within scope and within budget.
* Ensure resource availability and allocation.
* Imparting strong operational processes.
* Use appropriate verification techniques to manage changes in project scope, schedule and costs.
* Manage the relationship with the client, third parties/vendors and all stakeholders.
* Mentor new resources and fresher’s to improve their employability.

**2. SK IT CORPORATE OPC PRIVATE LIMITED July 2015 – Oct 2019**

**Role: Sr. PMO Analyst**

* Executing proactive monitoring of supported solutions to identify issues prior to impact on business activities and initiates resolution activities
* Executing processes for bringing new applications into the support organization, including definition of service introduction processes, expectation setting with application teams, knowledge transition and transition into live support.
* Responsible for analyzing and resolving incidents that are raised on daily basis for smooth BAU activity
* Identify improvement opportunities (proactive and reactive)
* Create and maintain issue logs, meeting minutes, meeting schedules, project summaries and updates
* Responsible for End to End Testing (also creating the test plan, use cases and test scripts) for the code fixes and changes to ensure client requirements are met
* Creating plans for implementations and coordinating the releases with multiple teams
* Preparing and maintaining the documentation related to the application
* Involving in analysis of new changes and enhancements for creating an effective design to code

**3. TATA CONSULTANCY SERVICES PVT LTD. Feb 2013 to Oct 2014.**

**Role: PMO Analyst.**

* According to the project life cycle planning for resource locking and releasing.
* Working with appropriate infrastructure teams or platform suppliers to ensures infrastructure lifecycle maintenance needs are identified and managed.
* Providing guidance about the projects to the resources.
* Providing access to the candidates according to their roles in project.
* Preparing Invoicing data for entire one delivery unit (multiple engagements) and Sending to customer team for getting invoice amount.
* Preparing resource management reports to senior managers and managers of who are newly joined released and open demands in the system.
* Preparing resource chargeability and utilization reports to all delivery leads.

**4. SCOPE INTERNATIONAL PVT LTD. June 2010 to May 2011.**

**Role: Executive Analyst.**

* Considering how the economic implications of factors such as natural disasters, weather, wars, etc. might affect the performance of companies and funds.
* Financial modeling and projection.
* Drafting and writing research reports for fund manager or client use.
* Making recommendations to fund managers, being able to position ideas and articulate to the fund manager.
* Ensuring that all compliance regulations are met.
* Preparing of resources billability and utilization report.
* Taking care of resources training& certifications for the newly joined resources in the organization.
* Taking care of resources allowances on monthly base.

**Educational Qualification:**

* B.Sc Information Technology from Bharathidasan University – Trichy.

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

DATE:

PLACE: (Jayganesh P)