# Profile

## PROJECT COORDINATOR

**SHRAVAN REDDY G.**

7093975213, HYDERABAD, sreddy970@gmail.com

Project Coordinator with over 2 years 4 months experience and overall 7 years on executing Education Analytical proactive managing infrastructure and software development projects and supporting system.

 **SKILLS:**

 Project Management • Requirement Gathering • Resource Allocation • Forecasting • Process Improvement

 • Client Relationship • Project Reporting Quality Assurance

**Professional Experience**

**Project Coordinator**

*Vassar labs IT Pvt Ltd, Hyderabad* ***Oct'17- till date***

* Working as a **Project Coordinator** and gathering the client requirements.
* Acting as a **Product** **Manager** and creating the backlog for Development team.
* Managing the Project priority as per Clients deadlines and delivering the finished products, each Sprints.
* Leading the scrum calls, and capturing the daily updates.
* Acting as an **Agile** **coach** for the development team and training the development team on Scrum practices.
* Working with Scrum Master over **Scrum Ceremonies** andfacilitation**.**
* Creating the Backlog Grooming session with Scrum Teams members.
* Development Team Management in Agile Methodology.
* Project Management including Planning, coordination, Effort estimation, Reporting and Execution.
* Preparing Executive Level Presentations
* Product **Design** and Validation (Like: Mockups)
* Client management and understanding the business needs.
* Needs analysis, Gap analysis and complete end-to-end project management skills.
* Works with client personnel to identify required changes and the potential impact on related requirements for final analysis of project cost impact to all stock holders.
* Define, model, and interpret data within and between business activities.
* Analyze and evaluate feature requests and coordinate prioritization of features list.
* Lead the business stakeholder analysis and communications sessions.
* Collaborate with developers and subject matter experts to establish the technical vision and analyze tradeoffs between various quality-of-service needs.
* Providing support to our products used by **clients** from different domains.
* Working as a **Production Support** for Applications availability.
* **Training** customers on new changes and entire product.
* Requirements Gathering and creating use cases for easy flow of understanding.
* Functionality verification and product testing before release to Customer.
* Creating monthly reports (**MIS**) for Senior Management to improve team efficiency and resource utilization for every project.
* **Task Prioritization** as per the critical timelines.
* Documentation of Bugs and Enhancement over **Bug Tracker**.
* Working on daily, weekly and monthly reports.
* Project timeliness and estimations reporting to customer and stakeholders
* Manage risks and issues by establishing Risk and Issues Registers and maintain throughout the project life cycle.
* Experience with full product life cycle with the understanding of development life cycle and various technology methodologies that support that life cycle.
* Provide status reporting regarding project milestones, deliverable, dependencies, risks, and issues, communicating across leadership.
* Proven ability to demonstrate a drive for results and accountability of business needs.
* Proven ability to work in an ambiguous environment and collaborate across multiple areas in order to achieve a common business objective.
* Interpersonal skills to influence and spur change, facilitate and enhance performance within a cross-functional environment.
* Demonstrate decisiveness in resolving business problems, making decisions and identifying priorities.
* Prepare estimates and detailed project plan for all phases of the projects.
* Client management and understanding the business needs.
* Needs analysis, Gap analysis and complete end-to-end project management skills.
* Works with client personnel to identify required changes and the potential impact on related requirements for final analysis of project cost impact.
* Define, model, and interpret data within and between business activities.
* Analyze and evaluate feature requests and coordinate prioritization of features list.
* Lead the business stakeholder analysis and communications sessions.
* Product **Design** and Validation.
* Collaborate with developers and subject matter experts to establish the technical vision and analyze tradeoffs between various quality-of-service needs.

**Technical Support Associate**

*Nowfloats Technologies Pvt Ltd, Hyderabad* ***Feb'16- Nov'16***

* Working as a **Technical Support Associate** to supporting the domains and resolving support issues.
* Configuring User Authentication to applications and security configurations, troubleshooting.
* Working on windows server and networking levels and server levels
* Working onData Management Tools, Odoo, Jira, Troubleshooting Networking, Windows Systems, SQL server, CRM, Router and Modem Troubleshooting.
* Client interaction with calls, emails and charts.
* Documentation of Bugs and Enhancement over **Bug Tracker**.
* Working on daily, weekly and monthly reports.
* **Training** customers on new changes and entire product.
* Providing support to our products used by **clients** from different domains.

**Software Engineer**

*Forbes Technosys Ltd, Mumbai* ***Jan'12- July'15***

* Working as a **Software Engineer** to supporting the projects and resolving support issues.
* Acting as a **Product** **support and Desktop Support and Application support role** and resolving support issues.
* Support on **kiosk applications like bill payments and recharges.**
* Configuring User Authentication to applications and security configurations, troubleshooting.
* Working on windows server and networking levels and server levels
* Working onData Management Tools, Odoo, Jira, Troubleshooting Networking, Windows Systems, SQL server, CRM, Router and Modem Troubleshooting.
* Client interaction with calls, emails and charts.
* Documentation of Bugs and Enhancement over **Bug Tracker**.
* Working on daily, weekly and monthly reports.
* **Training** customers on new changes and entire product.
* Providing support to our products used by **clients** from different domains.
* Working on transaction postings using servers.
* Installing in the systems and along with product testing.
* Documentation of the projects.
* Client interaction for the projects.
* Client visits for the project Demo.
* End to end testing

# Education

**Bachelor of Commerce & Computers (B. Com (CA))** -­‐ Kakatiya University, Warangal

**Master of Business Administration (HR)** -­‐ Kakatiya University, Warangal

# Other Skills

* **Other Tools:** MS-Excel
* Outstanding Oral and written communication skills.
* Quick Learner, Multi-tasking, self-motivated and Independent Player.
* Operating systems: Windows 98, 2000,2008 R2 XP, Windows 7&8, Windows 10, Windows server 2003/2008.
* Office suites: Office XP, Office 2010
* Mail clients: MS Outlook
* Laptops: IBM, Lenovo, Dell, HP, Acer, Toshiba
* Database Servers: server 2008 and 2005.
* **Software Packages:** MS-Office.
* IDE Tools: Visual Studio 2010, 2008 and 2005, Microsoft Office 2010/ 2012

# Declaration

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

Date:

Place: Hyderabad (SHRAVAN REDDY)