Surya Kumar Palapati

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Professional summary :

- Professional with over 5 years of progression experience in multiple roles related to ,Project Management & Quality Management across Delivery.
- In depth knowledge of Software Development Life Cycle process which includes Waterfall and Agile, Scrum methodologies.
- Excellent understanding of the principles, concepts, practices and standards in the area of project management, technology processes and controls.
- Capable in prototyping documents, models that attributes to consistency, completeness and risk analysis minimization.
- Facilitated various meetings at Team and Program level and documented these Meeting Minutes.
- Proficient in creating formulas, lookups, pivots and Macros using Excel for creating project reports.
- Efficient in conducting Enterprise analysis of a new project at corporate level.
- Conducted GAP analysis, User Acceptance Testing (UAT), SWOT analysis, Cost benefit analysis and ROI analysis.
- Managed both onsite and offshore teams and ensured that both were facilitated with resources all through the project.
- Motivate team players with excellent business, analytical, communication, presentation, and management, technical and written skills.
- Expert in using Excel for documenting the financial reports and skilled metrics.

Training and Developing skills :

- Documented design standards and best practices to ensure that the fundamental elements were covered for the Design team which enabled them to create courses efficiently and comfortably
- Trained cross functional teams on design and development standards and expectations which enabled them to work comfortably with other Designers
- Planned and designed organization and process on-boarding that helped in the seamless transition of many employees
- Identified knowledge gaps and designed training solutions that helped several organisations to navigate across various challenges

Work Experience:

Next Education India Pvt Ltd :   October 2017 – TilL Date

Location: Hyderabad   PMO - Project Manager

- Managed design and development of 10 eLearning projects successfully.
- Estimated effort hours and created schedules for 13 successful projects that were delivered as per the schedule.
- Proficient in facilitating Technology Brand Review Meetings.
- Proficient in documenting mid-level strategy planning.
- Validated design and development specifications of various eLearning projects throughout their lifecycle to ensure that the final deliverables are within the scope and Vision.
- Proficient in conducting Enterprise Risk Analysis using the three attributes GRC (Governance, Risk and compliance) of the organization.
- Conducted project status meetings consistently with all the key stakeholders and shared meeting minutes to conform to the activities, opinions, action items, etc.
- Ensured adherence of project team members to eLearning design and development standards and guidelines.
- Created RFP documents with precise project scope that enabled vendors to submit clear proposals in time.
- Involved in Client interaction and support to the marketing team. User meetings-resolve implementation and performance issues.
- Analyzed project management processes and quality control efficiency, to ensure that the assigned designs have met the Web Based Training (WBT) scope.
- Ensuring the Gamification and game based learning projects had met the expected learning impact.
- Encouraged and nurtured amicable relationships amidst the team members.
- Process optimization with respect to time and resource and focus to create system centric process

Nagarjuna Agro Chemicals   January 2015 – October 2017

Location: Hyderabad   PMO Project Coordinator

- Worked in handling multiple teams and calculate their Team Capacity and Velocity
- Coordinate with support teams to ensure that operational requirements have been met for providing a successful project handoff.
- Worked on providing various regular project reports as required
- involved in Client interaction and support to the marketing team.
- Coordinating with project managers and all the key stakeholders and sharing meeting minutes to conform to the activities, opinions, action items, etc.

Excel:

Imported and exported data from text files, saved queries, or databases; used automatic outlining, inserted subtotals, created advanced filters, and used database functions. Created pivot tables and charts using worksheet data and external resources, modified pivot tables, sorted items and group data, and refreshed and formatted pivot tables.designed, recorded, and executed macros to automate data entry inputs.workbooks for print, document reproduction, and presentations.

CORE COMPETENCIES :

1. Engagement Management
2. Vendor and Customer Management
3. Rapid eLearning Development
4. Technical Communication

5.Project Management
6.Process Optimization
7.Research & Development
8.Delivery Management

TECHNICAL SKILLS

SDLC Methodologies

Waterfall, Waterfall-Scrum, Agile, Scrum,JIRA,SQL

Business Skills

Project Management, Impact assessment, Risk Management, Requirements gathering, Process Redesign, Impact assessment, GAP Analysis, SWOT Analysis

Requirement Management

MS Word, JIRA

Project Management Tools

MS Project, SharePoint (2007,2013)

Reporting tools

MS office- MS Excel, MS Word, MS PowerPoint

Academia :

B.E (Computer Science Engineering) - April 2010

Sri Sarathi Institute of Engineering & Technology College, JNT University, Kakinada

Professional :

Operating Systems   :   Windows 98/XP, windows 7/8

Database Languages   :   SQL

General Tools   :   MS-Office, Excel, Power point

Personal Details :

Languages: English,Hindi & Telugu

Address: Moti nagar, Hyderabad

I hereby declare that all the information mentioned above is true to the best of my knowledge and belief.

Date: **(surya Kumar palapati)**