

Summary

Enthusiastic Agile project management professional over ten year's of experience in Portfolio, Program and Project Management for international clients. Worked as Agile PM/Scrum master for product & service organizations delivering end to end banking products. Certified CSM, CSPO, ITIL and AML professional.

Certifications

Certified ScrumMaster® (CSM®) (12/2016 – 12/2022)

Certified Scrum Product Owner® (CSPO®) (12/2016 – 12/2022)

Scrum Master Professional Certificate(SMPC) (02/2021 – 02/2024)

Scrum Fundamentals Certified® (SFC®) (04/2020 – Present)

Scrum Foundations Professional Certificate (SFPC) (12/2020 – Present)

ITIL v3 Foundation (08/2013 – Present)

Six Sigma Yellow Belt (05/2020 – Present)

Microsoft Certified: Azure Fundamentals (08/2020 – Present)

Microsoft Certified: Azure Data Fundamentals (10/2020 – Present)

Microsoft Certified: Azure AI Fundamentals (11/2020 – Present)

Oracle Cloud Infrastruce Foundations Certified Associate (07/2020 – 07/2022)

Oracle Cloud Infrastruce Cloud Operations Certified Associate (09/2020 – 09/2022)

Anti Money Laundering Certified Professional (IIBF) – (01/2017 – Present)

Professional Skills

- Project Management
- PMO
- Rally
- JIRA
- Confluence
- SharePoint
- Agile Project Management
- CA Clarity PPM
- MS Project
- ITIL
- Microsoft office
- Program Management

Onsite Assignments

Client: Standard Chartered – Singapore(Mar-2018)

As a PMO manager, attended the transition & train the trainer program at Standard Chartered Singapore for complete portfolio transition.

Employment History

Associate Project Manager(Scrum Master)

HCL Technologies LTD • Bengaluru, Karnataka
01/2018 - Present

Client: Deastue Bank

Role: Agile Project Manager, Feb-20 – till date

Key Responsibilities

- Working as Agile Project manager for various banking and HR application for Deastue Bank.
- Established a five new self-organizing scrum teams by training on agile fundamentals and coaching teams for agile tools and best practices in line with organization processes.
- Working closely with Product Owners on backlog grooming and assisting in product backlog management by updating stories in Jira.
- Facilitated scrum of scrum to address any impediments teams facing and guide on resolution
- Executive briefing and reporting on scrum metrics, burn-up and process improvements periodically to the stakeholder.
- Preparing and presenting stage gate decks in stakeholders meeting for approvals.
- Working closely with release management team for product release and providing all necessary support during and post release.
- Organized domain-based sessions for team to understand application functionalities.
- Established Agile and DevOps CoE and conducted coaching sessions for other Programs and teams within the organization.
- Successfully delivered mobile banking application for candidate onboarding solution.

Client: CISCO INC.

Role: Scrum Master, Feb-19 – Dec-19

Key Responsibilities

- Facilitated three different agile teams for client. Good exposure to KANBAN, FDD, TDD, Less and scaled agile framework.
- Facilitated scrum ceremonies - sprint planning, daily stand ups, sprint review, retrospectives, product demos.
- Advocate of scrum framework and organization processes of product development and release.
- Maintained Team boards, organized charts within Rally and influenced best practices to the team.
- Worked with stakeholders and product owner developing release plans.
- Protected the team from over-commitment, helped PO manage backlog, backlog grooming, prioritization resolution of defects.
- Tracked and communicated progress of the projects to stakeholders.
- Actively involved in setting up new Organizational Process Continuous Deployment and Release Automation(CDRA) by participating forming the process and executing trail.
- With proper capacity planning and sprint planning, increase team velocity by 23% over period of six sprints.
- Trained two other teams on Agile framework, User story writing and agile estimation techniques.

Client: Standard Chartered Bank GBS

Role: Portfolio PMO, Jan-18 – Jan-19

Key Responsibilities

- Worked as Portfolio PMO for supporting portfolio of **\$158mn** consisting **36 programs and over 157 projects**. primarily involved in auditing new PED, business cases, investments, benefits and assisting mangement in taking decisions for aprovals.
- Setup a new PMO team and governance for client including third party and client resources for transition of Risk and Compliance portfolio from onshore to offshore.
- Created and executed phase wise transition plan for complete portfolio transition with pilot run and final handover of PMO responsibilities of various functions.
- Help and trained team on various PMO functions and creating function wise SOP for customer.

- Acted as Subject Matter Expert for CA Clarity PPM tool and trained the team on tool functionalities.
- Acted as advisory for internal stakeholder for submitting PED in system and walk through various approval processes.
- Responsible for auditing existing governance process and providing suggestion to improve the same.
- Responsible for creating and auditing all SOP's during transition and keep updating for changes in timely manner. Managing knowledge repository for portfolio.
- Reduced the lead time for report generation by using macros and creating ad-hoc reports from system.
- Received various executive management appreciations for timely and prompt delivery of reports.

Software engineer - Project Management Professional

Fiserv India Pvt. Ltd. (previously ACI Universal Payments) • Bengaluru, Karnataka

01/2015 - 01/2018

Team Size: 23

Worked as a Agile Project Manager/Scrum Master for product development team. Where primarily responsible for

- Organized and facilitated project planning, daily stand-up meetings, reviews, retrospectives, sprint, release planning, demos, and other Scrum-related meetings.
- Acted as Scrum Master for Product teams with a focus on guiding the teams towards improving the way they work.
- Acted as a Project Manager when necessary, responsible for stage gate approvals thorough out the project life-cycle.
- Assisted team to remove impediments by having an understanding the control and release processes
- Assisted with internal and external communication, improved transparency, and radiated information
- Assisted with prioritization and resolution of software defects
- Built relationship with Product owner and other stake holders to facilitate team's interaction with them
- Coached Product Owners in creation and maintenance of Product Backlog. Helped in organizing the product backlog.
- Coached team members on Agile principles and providing general guidance on the methodology.
- Continuously learned Agile/Scrum techniques and shared findings with the team
- Facilitated getting the work done without coercion, assigning, or dictating the work
- Facilitated sprint planning, retrospective and sprint demos
- Helped team to solve problems rather than provide solutions
- Interfaced with Program Management Office to ensure project goals and requirements are being met
- Removed impediments by finding the right personnel to remove the impediment
- Took responsibility of delivery and management of the tasks
- Tracked and effectively communicated team velocity and sprint/release progress to all affected teams and management
- Updated Jira to provide transparency on product and sprint backlogs
- Worked with the Scrum Team and the Product Owner to negotiate the minimum viable product for delivery

Services Transition Specialist

Avaya India Pvt. Ltd. (PMO) • Pune, Maharashtra

02/2014 - 01/2015

Team Size: 9

As a Services Implementation coordinator, I was responsible for

- End to End project delivery of telecom site projects, primarily for Europe sites.
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Develop a detailed project plan to monitor and track progress
- Ensure that all projects are delivered on-time, within scope and within budget by coordinating with internal resources and third parties/vendors.
- Measure project performance using appropriate tools and techniques.
- Perform risk management and raise flag with stakeholders on deviation, if necessary.
- Create and report various project related reports on schedule or ad-hoc basis.
- Create and maintain comprehensive project documentation.

Services Consultant

Allscritps • Pune, Maharashtra

12/2011 - 09/2013

Team Size: 11

As a Services Consultant, primarily responsible for:

- High level business reporting like Forecast reports, backlog reports, Budget reports, project revenue reports to the executive management.
- Analyzing the new/renewed contacts for setting up new programs/projects in the CA Clarity PPM system.
- Based on contracts review, setting up new projects in the system, creating resource plans, and initial financial plans and assigned it to respective project manager for execution and delivery.
- Act as Advisor to Project managers, resource for any System related information/organization policies.
- Creating and maintain various kind of process documents.
- Worked on created macros for BPA related to business reports.
- Acted as UAT tester for CA Clarity PPM tools in-house environment.
- **Achievements:**
 - Rewarded with Spot Award (Jul 2012) in the first six month of tenure.
 - Star Performer Award - 2012
 - Numerous Client and Executive Management Appreciations.

Project coordinator

Infosys Ltd. • Pune, Maharashtra

02/2010 - 12/2011

Team Size: 18

As a Project Coordinator primarily responsible for:

- Managing the S/W development projects in CA Clarity PPM system throughout their lifecycle from initiation to delivery.
- Scheduling and executing different projects meetings with stakeholders.
- Assisting in subproject planning, budgeting, and vendor selection and quality assurance efforts.
- Assisting the Project manager in supervising the work of team members and tracking overall work progress.
- Conducting regular meetings, facilitated communications, ensured coordination, and cooperation among team members.
- Monitoring timelines and flagged potential issues to be addressed.
- On progress, updating the projects in the system and send out timely projects reports to different stakeholders as schedule.

- On project completion, coordinating with Stakeholders for CSAT and maintaining all the project artifacts at central repository.
- **Achievements:**
 - Successfully handled 53+ projects during tenure with Infosys Ltd.
 - Rewarded with Capital One Quarterly Performance Award(3rd Quarter 2010)
 - Rewarded with Infosys TSO Performer of the year(2011)
 - Numerous Client Appreciations for Accuracy and effectiveness in Business reporting

Education

Bachelors of Computer Science

University of Pune • Pune, Maharashtra
Graduated - 08/2006

Languages

- English
- Marathi
- Hindi

Memberships

Project Management Institute(PMI) (01/2014 – Present)

PMI - Bengaluru Chapter (03/2016 – Present)

PMO Global Alliance (02/2020 - Present)

International Institute of Business Analysis(IIBA) (05/2016 – Present)

Trainings

1. PMI PMP boot camp training
2. PRINCE2 foundation training
3. ITIL4 foundation
4. Devops Foundation