

Vivek Kuntoji

Scrum Master @ Larsen and Toubro Infotech | 9+ years of Experience in IT | Agile Methodologies | Process Transformation | CSM® & Certified SAFe® 5 Agilist

Expertise in growing highly effective & efficient teams that work towards client delight by continuously delivering features in an agile based framework. With 9+ years of multi-geographical experience in building Products & delivering Services, currently utilizing Scale Agile framework to lead Process improvement for more than 15 engineers across 2 teams as a part of SAFe Agile framework. Mentored 20+ team members on Agile principles and ways for its effective application.

Contact Details :  kuntojivivek@gmail.com

+91 – 9890850848



[linkedin.com/in/vivekkuntoji](https://www.linkedin.com/in/vivekkuntoji)

AREAS OF EXPERTISE

Agile Practices & Principles

Project Lifecycle Management

Sprint Planning

Tracking Client Delivery

Stakeholder Management

Client Demonstrations

Conflict resolution

Effective Resource utilization

Mentoring & Coaching Teams

Motivating the Team

SOFT SKILLS

- Excellent Communication skills
- Effective Interpersonal skills
- Client Handling Skills
- Conflict resolution skills
- Decision making skills
- Strong emotional intelligence
- Problem Solving skills
- Strong Negotiation skills
- Team Player

PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS

❖ Scrum Master @ Larsen and Toubro Infotech

(Aug '19 – Present)

- **Leading and directing 2 Scrum teams as a part of SAFe Agile teams to achieve sprint deliverables** by facilitating **PI planning and attending SoS, sprint planning, daily standups, retrospectives, stakeholder meetings, product demonstration and training to clients**
- Currently handling **Otis One**, a solution to connect its elevators, share data, and offer analytics for predictive maintenance
- **Working closely with Product owner and stakeholder in backlog management and continuous delivery of features across Sprints**
- Developing **Project Plan and tracking status** of the project from both the scrum teams and documenting the best practices
- Creating and **maintaining schedules** for sprint backlog, new features, defects and assigning it to the team
- **Defining metrics** for measuring and monitoring the agile transformation and delivery effectiveness by **burn down charts, burn up charts & Sprint Dashboards**
- **Prioritizing sprint deliverables**, ensuring team is aligned with the objectives and deliverables and coordinating interdependencies with other SAFe teams
- **Coaching and mentoring** team with skills and practices to develop maturity to strengthen scrum methodology and SAFe framework
- Proactively **addressing Agile knowledge** gaps to support Agile effectiveness to develop in-house expertise across scrum teams
- Acting as a **mediator** between Product Owner and development teams while being a single point of contact for Agile methodologies
- Helping team to focus by protecting them from distractions, impediments or team conflicts, and maintain focus on product backlog and project timeline
- Encouraging the **adoption and optimization of Agile principles** and methodologies to promote a culture of continuous improvement within the Scrum team. Also, **Contributed knowledge on agile** to Center of Excellence (CoE) team



❖ Scrum Master @ CitiusTech

(Nov '18 – Aug '19)

Project : NThrive

- **Accountable for client delivery and product quality** by collaborating closely with the Product management, business & development teams to assure most effective project execution
- Worked towards **continuous and seamless product delivery** by **monitoring progress using the Sprint dashboards** and daily standups
- Ascertained product quality by leading the testing team, managing test activities including **creation of Test Strategies, Test Plans, RTM, Test Cases and project test executions train new team members**
- Educated and strengthened scrum methodology and agile framework within the team and key stakeholders
- Assisted team members in removing barriers and troubleshooting processes that block **Agile principles**

TECHNICAL SKILLS

Project Management Tools: JIRA, Confluence, Azure DevOps

Testing Tools: JIRA, Bugzilla, HP ALM

Bug Tracking Tools: HP ALM

CERTIFICATIONS

SAFe® 5 Agilist (SA)



Certified Scrum Master CSM® from Scrum Alliance

ISTQB- foundation level

EDUCATION DETAILS

Bachelor in Computer Engineering
Diploma in Computer technology

VOLUNTARY WORK EXPERIENCE

- Published blogs on Scrum and Agile processes

INTERESTS

- Continuous learner with passion
- Passionate about Scaled Agile frameworks

❖ Scrum Master & QA Lead @ Capgemini

(Feb '15 – Oct '18)

Projects: MichealPage, FinishLine

- Understanding client requirements, creating test plan, documenting high level Test scenarios and breaking them down into cases, oversee RTM, reviewing test cases, **impact analysis using Requirement traceability matrix (RTM)** and following defects till closure
- Ensured features have been thoroughly tested to strengthen client delivery
- Represented the QA team** in client call, mentored new team members on Healthcare domain, product modules and testing principles
- Led the QA team by tracking feature testing, QC and UAT regressions, defect retesting and production go live phases
- Implemented new processes in the project** and analyzed new tools which helped automate manual work
- Co-ordinated with the client for query resolution and followed up with the QA and development team on status of outstanding defects

❖ Sr Test Engineer @ Chenoa Information Services

(Jan'14 - Feb '15)

Project: CareCentrix

- Involved in **Functional testing, Manual (Black Box) testing of Web and Client/Server Applications**
- Designing test scenarios and developing test cases based on business requirements document (**BRD**) and storing in **Test Director**
- Planning & executing test cases** for new functionalities deployed in Releases, tracking test case execution and defects
- Allocating Test Cases & defects** for retesting to other team members for fast and efficient workflow
- Representing UAT team on defect call** & explaining defects to clients, Operations & technology

❖ Test Engineer @ Birla SunLife Insurance

(Aug '12 -Dec '13)

Project: **Product Testing**

- Organize the daily execution count of the Team by tracking project execution and providing progress reports to clients
- Explaining the application to the client, generating customized Audit reports as per requirement and assisting client in data migration

❖ Test Engineer @ Cirrius Wireless Technology

(Jun '11 -Aug '12)

Project: **Product Testing**

- Organize the daily execution count of the Team by tracking project execution and providing progress reports to clients
- Involved in Mobile application testing on different devices, Emulators and OS (iOS and Android).
- Created Test cases based on the requirements obtained in Planning Phase
- Executed the Test Cases Manually and reported the defects using Internal tool



ACHIEVEMENTS & INITIATIVES

- Awarded '**Star Performer**' for ensuring **Defect Free Release for Michael Page** project
- Presented the **best performer award for customer delivery** from the company
- Appreciated by the client for completing the pilot project as per schedule
- Our team was bestowed with 'Best Team Award' for Singapore Power Services project