

Syed Mubashir

Senior Project Analyst

5 years of experience in IT delivery projects. Proficient in running successful method-oriented operations & taking initiatives for business excellence through process improvement and services. Excellent at conflict management and risk management.

Process Operations ~ Project Management ~ Resource Management ~ Reporting

Work History

2017-11 -
2019-11

Sr. Project Analyst

Infosys, Bangalore

- Ensuring project plans & resource utilization are established against the time, budget and quality standards checked in internal tool.
- Monitor and report deliverables. Keeping track of potential problems and probability of such occurrences, the possible impacts and possible solutions.
- Analysis of KPI's with productivity improvement initiatives
- Tracking of project to ensure projects remain on track in terms of cost, quality and time by providing regular updates on overall Project status to stakeholders.
- Delivering proper understanding to project using MS Visio and presenting graphical diagram.
- Handling queries on processes and requests from stakeholders.
- Direct interaction between development teams and clients with process requirements and change management.
- Coordinate as a shadow team member at various stages of SCRUM design and its implementation in AGILE methodology.

2016-11 -
2017-11

MIS Analyst

Mphasis, Bangalore, Karnataka

- Performing and evaluating business requirements, uncovering area for process improvement.
- Conducting meetings and presentations with clients for providing insights on current issues and solution
- Prepare reports and dashboards using tableau for data visualization.
- Providing timely reports on team utilization, time allocation, SLA compliance and quality levels.

2015-01 -
2016-10

Project Tech

Hewlett Packard, Bangalore, Karnataka

- Preparing quality analysis reports for team members individually and engaged in process improvement.
- Tracking large data of HP Products and their warranties and ensure renewal is updated on monthly basis.
- Collecting, constructing & summarizing data for case specific needs.
- Providing the productivity report of revenue generated daily.

Contact

Phone

9742883086

E-mail

syedmubashir1112@outlook.com

LinkedIn

<https://www.linkedin.com/in/syed-mubashir-78686011>

Skills

Project Governance



MS SQL



Tableau



MS Project



Advance Excel



Power BI, Jira



Project Lifecycle Management



Education

2016-06 - 2017-07

MBA: Project Management

Indian Virtual University - Bangalore

Courses

- Introduction to Project Management
- Business Analytics with Excel
- Tableau 10
- Project Management Tools
- SQL