NEHA CHHIPA

Cell: +91 97528-95643

E-mail: [neha18491@gmail.com](mailto:neha18491@gmail.com)

(Project Manager, Assistant Manager, Scrum Master& Project Coordinator)

Career Objective

I am looking forward to obtain job platform where I can exercise my engineering and management skills that will provide me with an opportunity to explore future career prospects and enhance my industrial outlook.

Professional Summary

* I have over 6.5 years of work experience across customized solution for Warehouse & Inventory Management, Track & Trace, and Assets Management Telecom, Manufacturing, and IOT space.
* Currently Working as Project Coordinator/Project Leader from **PathQuest®**
* Worked as Project Manager from **Raj Barcode Systems Pvt Ltd**.
* Worked as an Assistant Manager from Analog **Powertech Engineering Pvt Ltd.**
* Worked as Project Coordinator for Key projects for Airtel, Idea, Dominos, TCS iON centers India Client since 2018.
* Have been identified as Project Coordinator for Business Intelligence and account Payable Projects.
* Have been identified as Product Manager in Major and Critical projects for clients. Lead 25+ releases as Product Manager for telecom (Airtel, Idea, Dominos, Jagran group and TCS) clients.
* I have knowledge on functionality of the Azure and Jira platform (collection of issues, coordinate the development of a product, track a project, manage a help desk, and depending on project requirements).
* Demonstrated ability to effectively manage multiple projects.
* Experience working independently and in a team-oriented environment.
* Experienced domain industry knowledge recognizes my persona as a Trusted and preferable face for customers.
* Business oriented, customer centric, very well versed with customer relationship management, focused and determined team player.
* Experienced in creating crisp user stories to cater business need into user stories of product backlog and driving agile projects.
* Highly organized, ability to complete high volume of tasks and projects with tight timelines
* Certified scrum master and Business Analyst and shares undisputedly well reputations with client.
* Conducting a project evaluation review to assess how well the project was managed

Certifications

* Certified scrum master.
* Project Management.
* Certified Business Analyst.

Skills

# Technical Skills:-

Certified Scrum Master and Business Analysr, Project Management, MS-Office, MS-Excel, basic Knowledge of C, C++ , HTML and SQL, JIRA, Azure DevOps, PMS,

# Key Skills:-

Agile development and best practice,Agile Planning, Data Analytics , servant leadership, Meeting Facilitation, Time Management, Decision Making Management Skills, Self-Motivation, Project implementation, Project Planning, Monitoring & Control, Leader and Team Player.

Work Experience

**Company: PathQuest (**Pacific Group of Companies)

**Designation:** Project Coordinator **Duration:** September 2022 to till

# Company Profile:

Founded in 2008, Pacific Group of Companies began with a simple mission to partner with small- and medium-sized businesses to deliver financial prosperity and peace of mind.  Pacific Group has been providing businesses across the globe with precise, consistent, high-quality services and solutions as below to help them thrive and grow - Accounting, Finance & Bookkeeping - Recruitment Services - Marketing Services - Software Services  - HR & Payroll Services

PathQuest® is an Automated Accounting Solution ecosystem designed with a vision to Simplify & Automate your Accounting Practice. In the current situation, businesses and their board members need real-time visibility on financial performance to address crucial business challenges. Find out how the PathQuest ecosystem helps you gain these insights and overcome your challenges. Our Automated Accounting Ecosystem: PathQuest SCALE: Automate and Scale Your Accounting Practice. It is an end-to-end solution that can help you save time and increase productivity. With a dedicated team approach, blended with seamless automation, we can solve your time-sensitive bookkeeping needs and minimize your day-to-day manual drudgery so you can increase your bandwidth and grow your business.

Business Intelligence Reporting Tool, Accounts Payable, Accounting & Bookkeeping, Monthly Close, Strategic Business Report, Franchisee Reporting, Automations, Data Security, Financial Analysis, and Outsourced Accountant

# Job Responsibilities:

* Facilitate daily Scrum meetings (also called “daily standups”).
* Lead sprint planning meetings.
* Conduct “retrospective” reviews to see what went well and what can be improved for the following sprint.
* Cross-Functional Communication with program team/sponsors.
* Keep a pulse on team members, through individual meetings or other means of communication.
* Manage obstacles that arise for the team by communicating with stakeholders outside of the team.
* Supervised the monitoring of scrum processes and scrum Meetings for teams.
* Maintained and tracked sprint backlogs and prioritization
* Organized and improved agile practice and values which increased the productivity and overall team satisfaction.

**Company:** Raj Barcode Systems Pvt. Ltd **Designation:** Project Manager **Duration:** January 2022 to September

# Company Profile:

* Company develops customized solution for Warehouse & Inventory Management, Track & Trace, Asset Management, Logistics, Sales Force Automation, Retail etc. it also provides System Integration Services for integrating Mobility Solution or any Hardware with existing ERP like SAP, Oracle, Microsoft Dynamics, Ramco, J. D. Edwards or customized ERP.
* Clients include Manufacturing, Pharma, FMCG, Health Care, Education & Libraries, Logistics and Government agencies, to name a few. As an authorized and direct partner of world’s leading manufacturers in the data collection industry for thermal printers, barcode scanners, Wireless data collection systems and specialized labels, we maintains inventories of equipment, labels, ribbons, and replacement parts.
* Having in-house Software development as well as Label Manufacturing facility, Raj Barcode Provides complete solution from one end which results into better user experience

# Job Responsibilities:

* Create detailed project plan, manage and control the project as per the plan
* Assist and guide Business Analysts in requirement analysis
* Manage internal Raj Barcode project team and manage the delivery
* Manage project through all its phases and disciplines
* Timely project reporting to relevant stakeholders internal as well as external
* Handover of project into Engagement and Support
* Create project implementation plans for customers of different sizes
* Keep customers & internal stakeholders informed during the course of implementation for any risks or contingencies
* Provided overall leadership to the entire project team including managing deliverables of other functional team leaders
* Have taken multiple interviews for different positions for the Organization.
* Scope & schedule projects, report on progress against deadlines.
* Maintain a detailed understanding of all projects and partner with the Leads/Art Directors to ensure that the creative execution meets strategy and quality requirements.
* Conducting a project evaluation review to assess how well the project was managed
* Collaborating with Business Analysts, Project Leads and IT team to resolve issues and ensuring solutions are viable and consistent.
* Successfully managed relations with major Indian clients like Amneal Group, Arvind Mills, Cera Sanity ware, Vadilal Group, Havmor Ice cream, Mother Dairy, Biotech Vision, Maruti Courier, Astral Pipes and so on
* Facilitated and participated in Sprint planning, design, and estimation.
* Communicating with different types of clients like (Manufacturing, retail, pharmaceutical) for AMC proposal and also taken their reviews about the product and services.

**Company:** Power Tech Engineering Pvt. Ltd. Indore.

**Designation:** Assistant Manager

**Duration:** September 2015 to April 2021

# Job Responsibilities:

* Analyzed user requirements, performed impact analysis and generated system requirements documents
* Supervised quality and completeness of System Use Cases/ BRDs
* Collaborated with the project team in solution development and implementation; presented the business solution to the client.
* Created and reviewed functional test cases and audited the functionality on the quality of deliverables at intervals.
* Coordinated the preparation of manuals and training materials.
* Actively participated in data modeling and business modeling.
* Partnering with Development Leads to identify opportunities for better collaboration and process improvements.
* Attended in client meetings, prepared scope of work, proposed creative solutions to resolve conflicts and best serve clients' needs.
* Identify the data issues and provided solution options for resolution, monitoring using database connectivity.
* Monitored and track progress, prepare status reports, resolve issues, coordinate tasks, and activities directed toward completing the project goals.
* Closely worked with product owners to ensure understanding of user stories and Keeping the backlog groomed.
* Served as the interface between software and designing team to ensure project
* Involved in the technical resolution of design problems that may include field investigation or inspection. Worked closely with other disciplines on multi-discipline projects, coordinated installation procedures among Engineers.
* Scope & schedule projects, report on progress against deadlines.
* Maintain a detailed understanding of all projects and partner with the Leads/Art Directors to ensure that the creative execution meets strategy and quality requirements.
* Coordinate, manage and monitor the workings of various departments in the organization.
* Collaborating with Business Analysts, Project Leads and IT team to resolve issues and ensuring solutions are viable and consistent.
* Specifying in remote monitoring of the company sites i.e. Jagran, TCS, Shakti Pump, Airtel, Idea, Greenmax, and Domino's and So on.

**Projects:** On company basis, successful completion of projects:

* Generator monitoring system with Jagran and TCS ION.
* Solar Pump Monitoring System with Shakti Pump.
* Utility Monitoring System with Airtel.
* Remote Monitoring with Greenmax Technology.

Additional Information

MAJOR TRAINING:

Company Name: CRISP Bhopal Subject: VLSI

Description: Studied about the designing of gates and their best combinations Duration: 25 day

MAJOR PROJECT: FUEL MONITORING SYSTEM USING GSM MODEM

Description: In this project fuel monitoring system provides high precision measurement of fuel level in tank, and gives detail information about fuel tank fueling and draining.

MINOR PROJECT: DIGITAL MODULATION KIT (Amplitude Shift Keying)

Description: Digital modulation schemes transform digital signals into waveform that are compatible with the nature of the communications channel. This project consists of the NE555 timer, a monolithic function generator ic XR2206 and a 12 volt 200ma relay.

Educational Qualifications

**P.G.:** Master of Technology Specialization in VLSI design with 80%

From Rajiv Gandhi Proudyogiki Vishwa Vidhyalaya, Bhopal (M.P.) in year 2020

**B.E.:** Bachelor of Engineering Specialization in Electronics & Communication with 74.09% From Rajiv Gandhi Proudyogiki Vishwa Vidhyalaya, Bhopal (M.P.) in year 2012

**HSC:** 80.40% from M.P. Board in 2008.

**SSC:** 79.60% from M.P. Board in 2006.

Personal Details

Gender Female

Date of Birth 03 May 1991

Languages English, Hindi

Nationality Indian

Current Location Ahmedabad

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge.

Date: - 24/12/2022

Place: - Ahmedabad Neha Chhipa