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PARNALDIGHE

Project Coordinator

Location: Boston, MA 02120 |

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**EDUCATION**

**Northeastern University, Boston, MA August 2019**

Master of Science in Project Management GPA 3.5/4

**Mumbai University, Mumbai, India May 2016**

Bachelor’s in Biomedical Device Engineering CGPA 6.36/10

**SUMMARY**

* Project Coordinator with 4+ years of experience managing million-dollar projects in CRM, eCommerce, inventory management, insurance sector and in Cloud application.
* Good working experience in handling the entire Project Life Cycle phases from Planning, development, testing, deployment and release phase.
* Held high level administrative and project support. Held project kick off meeting and daily stand ups meeting.
* Maintained and prepared presentation materials for digital marketing of product on LinkedIn platform.
* Contributed to new hire orientation process and trained interns.
* Proficient in gathering business requirements through JAD sessions, discussions, brainstorming and prototyping with stakeholders across levels; leading to production of quality gap analysis documents.
* Generated Purchase Orders as required and periodically runs accrual reports to ensure sufficient funds are available for payments; tracks and troubleshoots invoices and payments.
* Managed transparency reporting reconciliation activities in accordance with Global and Local Compliance requirements.
* Coordinated documents and correspondence, including letters, reports, emails, presentations, memos, faxes, etc.; use appropriate tools for required work including Microsoft Outlook, Word, PowerPoint, and Excel to track, document, report data, and maintained web pages

**SKILLS**

Agile, SharePoint, Microsoft Outlook, Word, Excel, or PowerPoint, WebEx, Microsoft Teams, SDLC, RUP, Waterfall, UML, MS Access, MS Visio, Rational Requisite Pro, Rational Rose, Quality Center, Win Runner, Load Runner, Test Director, .Net, MS Project, JAD, Bugzilla, JIRA, Rally, Windows, Linux, SQL, Photoshop and Adobe Acrobat.

**WORK EXPERIENCE**

**INFINITY TECHNOLOGIES March 2020-Current**

**Project Coordinator**

* Worked closely with internal teams to identify, assign and communicate the roles and responsibilities of all parties and monitor progress towards project goals.
* Coordinated internal resources, vendors and partners.
* Ensured that the project was delivered on-time, within the scope and budget.
* Ensured resource availability and allocation in the project.
* Created and maintained comprehensive project documentation.
* Used Requirement Traceability Matrix **(RTM)** to ensure the project scope purposed by client.
* Achieved operational objectives by creating detailed project plans and schedules that identified project activities and responsibilities.
* Assisted in the definition of project scope and objectives, involving all relevant stakeholders.

**CODERS DATA LLC, BOSTON, MA Jan 2019 –March 2020**

**Project Coordinator**

* Created a Project plan and communication plan for the transition team activities.
* Worked on SharePoint to manage global inventory for multiple business units.
* Transferred metadata and physical inventory to preferred vendors.
* Supported Project managers by Preparing monthly offsite storage newsletters and trained new staff regarding offsite storage usage.
* Maintained principles and timelines for submittals.
* Coordinated projects to ensure deadlines are met.
* Destroyed eligible boxes of records in offsite storage.
* Created and managed meeting minutes for team.
* Updated portal page and prepared presentations for meetings
* Performed GAP analysis based on which created the AS-IS process and TO-BE process model.
* Creating user stories, maintaining and tracking them using JIRA.
* Documented and communicated the project scope, goals, deliverables, risks to product owner and stakeholders.

**COMNET SOLUTIONS PVT. LTD, INDIA Jun-2015 to Nov-2017**

**Assistant Project Manager.**

* Documented the process improvement measures in the Business Requirement Document (BRD) and performed requirement analysis to transform business requirements into Utilized Waterfall software development methodology to manage and control software and product development.
* Facilitated collection of 30 requirements from system users and prepared business requirement documents using Rational Requisite Pro which provided appropriate scope of work for the technical team to develop prototype and overall system
* Extensively used MS Excel and created multiple charts in Pivot table to summarize project’s data.
* Retrieved data by VLOOKUP’s and HLOOKUP’s and used MS Access to create bi-weekly and monthly summary reports.
* Collaborated with the software team and performed end to end integration for all the 3 projects.
* Collaborated with the Web designers and development team to design the mock-ups for the UI of the new web-based E-Commerce website.

**PROJECTS**

**Northeastern University, Boston, MA – ITS SharePoint Update/Modernization**.

Created an Integrated project plan for Northeastern ITS Department which helped the team in SharePoint modernization. Conducted meeting minutes, performed lessons learned, created a scope statement, included stakeholder register, risk, and quality management plan, change management plan, communication plan, and concluded the ethic policies. Developed project plan, schedule, and cost baselines reported the work on a bi-weekly basis and submitted the changes requested by sponsors.

**Cloud Data Transfer.**

* Part of the team, where the old data was transferred to SharePoint.
* It was 10 Million USA project. Gather requirement from the stalk holder by conducting GAP analysis and Brainstorming.
* Conducted meeting minutes, performed lessons learned, created a scope statement, included, stakeholder register, risk, and quality management plan, change management plan, communication plan.
* Developed project plan, schedule and cost baselines, reported the work on a bi-weekly

**Insurance company project.**

* Updated the patient portal which resulted in increasing the customer database by 40%, as well as upgraded the portal by adding 20 new features.
* 15 Months of Project with a Budget of 7 Million USD.
* Total 15 sprints and each sprint of 4 weeks.
* The cashless policy was an innovative & customer centric feature which was added as one of the best features to attract more customers.
* The functionality of the project includes booking appointments, past visit history, diagnosis reports, next appointment and many more.
* The survey was held to target a new area for customers depending upon their age and sex.

**CRM Project**.

* Designed end to end solution for client project with a team of 9 Members on a team.
* Performed Project Cost Analysis and communicated with the stakeholders to prepare estimates.
* Compressed all the data from different users on one platform by using cloud technology.

**Inventory Management Application**

* Developed Inventory management application for the chain of glossary store, adding a unique feature of self-alarm for a shortage of inventory at the store.
* Increased profit margin of the store by 17% as the application notified for the shortage of stock which allowed pre-order.
* Worked closely with the sales team to prepare estimates and bids for clients.

**Building an E-Commerce Website**

* Developed an E-Commerce website for clothing store based in Mumbai which was designed to take hits over 2 lakh users / visitors based on the optimum sizing solution designed.
* Conducted Surveys based upon customers' requirement.
* Reduced 20% risk by updating the Risk Register and mitigating risks.

**Certifications**

AWS Fundamentals: Going Cloud Native, E- Commerce Fundamentals, Sig Sigma Black Belt.