SANDEEP RAVEENDRAN

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| **EXECUTIVE SUMMARY** |

**Professional Summary**

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* Software Management Professional with 12 plus years of experience in *Release Management, Program Management, Project Management & HR Management* in leading IT service providers.
* 2 years of work experience at on-site, locations within US for the clients in Banking & Insurance Domain.
* Handled and successfully exhibited the responsibilities for Release Management, Program Management, Project Management & HR Management.
* Experience in handling teams of different sizes which includes onshore and offshore
* Good communication and interpersonal skills, excellent work ethic and the ability to work well in a team or individual environment as well as a team leader.
* Certified in Project management – CAPM

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| **EXECUTIVE SUMMARY** |

**Skill Sets**

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* Agile & Waterfall software development methodologies
* Microsoft Team Foundation Server, Jira
* Servicenow
* Portfolio & Project Management tools, MS Project, HP PPM, Primavera & Clarity
* Resource management and associated activities
* Time management and associated activities

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| **EXECUTIVE SUMMARY** |

**Work Experience**

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| **Employer – Urjanet *(January 2020 - Present)***  **Role:  Project Manager**  **Applications used:** 1) Jira, 2) MS Project, 3) MS PowerPoint, 4) MS Excel,  **Location: Chennai, India**  **Role Summary:**   * Work with Product Management & Operation Teams to identify & prioritize the scopes for Product feature development * Work with Engineering team on the feature development * Monitor and track feature progress against the planned milestones * Manage and coordinate user testing and sign-off * Work with Marketing team to plan the Product / feature rollout * Plan feature rollout to Production and to end-user * Project Manage adhoc / research projects * Project Manage the changes which are having multi team dependencies * Manage the stakeholder communications |

**Employer – First American (India)** ***(June 2015 – January 2020)***

**Role:  Release Manager**

**Location: Bangalore, India**

**Applications used:** 1) MS TFS, 2) MS Project, 3) MS SharePoint, 4) MS PowerPoint, 5) MS Excel, 6) Servicenow

**Role Summary:**

Release management, Scrum Master, Agile Project Management, Iteration Planning & Forecasting, Scope Management, Test management, Risk & Issue Management.

**Key Responsibilities:**

* Managed application release cadences (Planned & Hotfix releases)
* Managed all the activities / phases of release transition.

a) Environment Readiness, b) Code merges/promotion, c) Build & Deployment, d) Integration Testing, e) Regression Testing, f) Round-trip testing, g) UAT, Performance Testing

* Managed the deployment of monthly patching updates to application servers
* Were part of application Disaster recovery exercises
* Worked with delivery teams in identifying and prioritizing scopes for release
* Prepare Preliminary Release Plan
* Manage & Maintain release backlog
* Worked with teams to make sure that scopes are not falling out Release plan
* Forward Plan the release windows and cycles across a portfolio
* Analyze our current Agile processes, prioritize areas of improvement, and work alongside key stakeholders to implement the improvements
* Facilitate/participate in key Agile rituals across Scrum teams
* Coach team members as needed, including resolving conflict
* Manage risks and resolves issues that affect release scope, schedule and quality
* Measure and monitor progress to ensure application releases are delivered on time and within budget, and that they meet or exceed expectations
* Coordinate release content and effort based on the service request backlog, pending service requests, third party applications, or operating system updates
* Communicate all key project plans, commitments, and changes including requirements, QA plans, schedule, and scope changes
* Manage relationships and coordinate work between different teams at different locations
* Conduct Release Readiness reviews, Milestone Reviews, and Business Go/No-Go reviews
* Produce Deployment Runbook and Implementation Plans
* Weekly Release Reporting
* Communicate release details and schedules to the Business as required
* Negotiate, plan and manage all release activities
* Work with release engineers to understand impacts of branches and code merges
* Maintains the release schedule for all core services and ensure alignment across key partners and vendors.
* Continually work towards making improvements in the release process
* Lead and co-ordinate the Go-Live activities including the execution of the deployment Plans and checklists.
* Create RFCs and own the change requests
* Participate in CAB meetings to discuss release scope and/or roadblocks
* Maintains a release repository and manages key information such as build and release procedures, dependencies, and notification lists
* Track the process on TFS and maintain a repository

**Employer - UST Global Inc** ***(Oct 2014 – June 2015)***

**Role:  PMO Analyst**

**Location: Bangalore, India**

**Applications used**: 1) HP PPMl,2)MS Project,3)MS SharePoint,4)MS PowerPoint,5)MS Excel

**Role Summary:**

Program and Project management, Resource and Time Management.

**Key Responsibilities**

* Project coordination from scoping till closure.
* Participate in CAB review meetings
* Manage Projects, Resources, time management using HP PPM
* Create and update Projects schedule in HP PPM
* Responsible for sharing employees Time Entry Compliance reports
* Resource assignment tracking and reporting
* Project Status, Budget reporting
* Portfolio reporting
* Organizing and driving the weekly status meeting calls
* Capturing the minutes of the meetings and distributing it
* Capturing the action items and doing the follow up on the same
* Creating and managing Program Dashboards
* Responsible for monitoring project deliverables and deadlines
* Present and document interim results, cooperate with management & steering committees carry out reviews
* Process enforcement change and release management.

**Employer - Sysintelli Inc**

**Client - State Farm Insurance (Oct 2012 – Nov 2013)     Role:  Project Coordinator**

**Location: Bloomington, IL, USA**

**Applications used**: 1)MS Excel,2)MS Project,3)MS SharePoint,4)MS PowerPoint,5)MS Visio,6) Primavera

* Working as a Project Coordinator for State farm’s CDE initiatives.
* Involve in requirement gathering
* Involve in creation of Business Case Proposal documents
* Creating & maintaining project plans using Primavera
* Responsible for identifying, documenting & tracking Dependencies, Risks, issue and Change Requests
* Responsible for preparing the status report and present it to phase leaderships
* Drive status meetings, JAD & triage.
* Participate Change meetings and represent the changes for approval
* Coordinate Phase transitions
* Prepare & coordinate project closure deliverables

**Employer - Agna One**

**Client - BNY Mellon (May 2012 – June 2012)      Role: PMO Coordinator**

**Location: New York, NY, USA**

**Applications used**: 1)MS Excel,2)MS Project,3)MS SharePoint,4)HP PPM,5)MS PowerPoint,6)MS Visio

**Responsibilities**

* Administer Portfolio Project Management Systems
* Managed Projects, Resources, Time Management using HP PPM
* Created and updated Projects schedule using MS Project
* Administer the Program level SharePoint sites
* Created SharePoint Project sites and framework, Manage user permissions, Document management
* Responsible for driving down the Project Management Principles and Guidelines
* Resource forecasting, Resource re-forecasting and reporting.
* Project Status, Budget reporting at Portfolio level
* Periodical Meetings with PMO team members and Product team to analyze the group performances and to discuss about upcoming changes
* Responsible for monitoring project deliverables and deadlines
* Capturing the minutes of the meetings and distributing it
* Capturing the action items and doing the follow up on the same
* Present and document interim results, cooperate with management & steering committees carry out reviews
* Creating and  managing Program Dashboards
* Managed Project releases and handled  release management activities
* Managing the Small Enhancement Projects executions.

**Employer - Collabera**

**Client - Wells Fargo (September 2011 - December 2011)    Role: Junior Project Manager**

**Location: Charlotte, NC, USA**

Worked as a Junior Project Manager for Wholesale QA Project team and involved in managing multiple QA infrastructure projects.

**Applications used** : 11)MS Excel,2)MS Project,3)MS SharePoint,4) Clarity5)MS PowerPoint

**Responsibilities**

* Managed Projects using Project Management methodologies.
* Project planning, Resource Management
* Gathering Functional and Non-Functional requirement and specification creation for business stakeholders, development and QA team. Working with business teams in formulating requirements
* Framing the project plans and obtaining sign off’s
* Managed Projects, Resources, time management using Clarity
* Created and updated Projects schedule using MS Project
* Administer the Program level SharePoint sites
* Created SharePoint Project sites and framework, Manage user permissions, Document management
* Plan, coordinate, and supervise activities related to requirements, design, development, and implementation of projects assigned.
* Managing the project team to ensure timely and quality deliverables
* Organizing and driving the weekly status meeting calls
* Capturing the minutes of the meetings and distributing it
* Capturing the action items and doing the follow up on the same
* Creating and managing Project Dashboards
* Preparing and publishing project status reports
* Involved in activities related to integrated releases.

**Wipro Technology (May 2010 – September 2010)   Role: Senior Resource Executive**

**Location: Bangalore, India**

**Applications used**: 1) MS Excel, 2) MS PowerPoint, 3) MS SharePoint, 4) MS Access,5) Wipro’s Resource Management Tools

* Involved Resource Planning and Resource Forecasting
* Involved Resources Identification, Fulfillments and Maintenance
* Involved Resource Bench Management
* Involved in report preparation on Resource Allocation, Resource Utilization, Bench Planning and Resource Attrition were prepared and sent to various stakeholders

**Accenture Services Pvt. Ltd (May 2007 – May 2010)    Role: Analyst**

**Location: Bangalore, India**

**Projects: EDF Energy (September 2009 – May 2010)**

**Client:** EDF Energy is UK’s largest utility company. It is into generation, Distribution and Supply of Energies

**Applications used**: 1) Front end applications accessed via Remote Desktop, 2) CIS Mainframes, 3) MS Excel and 4) MS PowerPoint

**Responsibilities**

As an Analyst my role was to help our client to undergo the technological transition which they are undergoing and this is being a transition phase my role and responsibility differs in various stages and handled following responsibilities:

* Allocation of work, Tracking & monitoring the quality of it.
* Develop and maintain a detailed work plan.
* Manage project deliverables in line with the project plan.
* Day to day interaction with clients
* Part of process changes & decision making
* Provide status reports to the various Project Stakeholders
* Conduct knowledge Transitions for new team members.

**Wachovia (May 2007 – September 2009)    Role: Project management Analyst**

As a part of PMO team we were successful in delivering standardized PMO framework for Wells Fargo.

**Applications used** – 1)AWM,2)HP PPM,3)MS Sharepoint,4)MS Excel,5)MS Project,  6) MS Access

**Responsibilities**

* Administer Portfolio Project Management Systems
* Managed Projects, Resources, time management using HP PPM
* Created and updated Projects schedule using MS Project
* Administer the Program level SharePoint sites
* Created SharePoint Project sites and framework, Manage user permissions, Document management
* Capacity Planning and Reporting
* Responsible for sharing employees Time Entry Compliance reports
* Resource assignment tracking and reporting
* Project Status, Budget reporting at General Ledger level
* Portfolio reporting at   General Ledger level
* Tier 2 Microsoft SharePoint support
* Primary liaison with onshore component of  Investment Banking PMO
* Organizing and driving the weekly status meeting calls
* Capturing the minutes of the meetings and distributing it
* Capturing the action items and doing the follow up on the same
* Creating and  managing Program Dashboards
* Responsible for monitoring project deliverables and deadlines
* Present and document interim results, cooperate with management & steering committees carry out reviews
* Process enforcement change and release management.

**Tata Consultancy Services (March 2006 – April 2007)                     Role: HR Coordinator  - Retainer Employee**

**Location: Bangalore, India**

As a part of HR Welfare Team it was our responsibilities that all employees comply with the company policies and my day to day responsibilities included Employee benefit management, Resource allocations, Interacting with various departments internal as well as external, Employees Record Management and handling employees Exit process and making it sure that employees completes all the formalities before they leave the Organization.

**Dinesh Exports (August 2005 – February 2006)                            Role: HR Coordinator**

**Location: Bangalore, India**

Handled all the HR functionalities right from Recruitment, Employee’s welfare management, statutory compliances, Conducting performance appraisals and Conducting exit interviews and gathering feedback.

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| **EXECUTIVE SUMMARY** |

**Educational Qualifications**

Master’s of Business Administration in HR – Christ College / Pondicherry University

Bachelor’s Degree in Computer Science – Bangalore University

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| **EXECUTIVE SUMMARY** |

**Professional Certification**

Certified Project Management Professional (CAPM)