|  |
| --- |
| KAWALJEET K BHAMRAVasai, Thane · 9930776254Email : kbhamra126@gmail.comLinkedIn: www.linkedin.com/in/kawaljeet-kaur-bhamra-1701909b |
| Result oriented and self-driven Project Manager with 4 years of experience as a Systems Associate/Business Analyst collaborating with cross functional team in the development, documentation and delivery of the process innovations driving the attainment of business goals.Clear communicator with excellent time management skills with ability to perform well with a team. I possess strong multi-tasking skills, with ability to simultaneously manage several projects and schedules. Excellent public-facing point person for clients, customers and vendors. Tech savvy and efficiency focused. |

# Experience

|  |
| --- |
| Apr 2020 – PresentProject manager, Idealake Information Technologies Pvt ltd·Developed and initiated projects, including managing costs, schedule and performance.·Provided accurate, detailed quantity take-offs from project drawings and technical specifications.·Achieved project deadlines by coordinating with contractors to manage performance.·Orchestrated projects within strict timeframes and budget constraints by solving complex problems and working closely with senior leaders.·Modified and directed project plans to meet organizational needs.·Eliminated discrepancies by reviewing performance, status and safety adherence.·Drove team success through shared vision and recognition of quality performance.·Coordinate internal resources and third parties/vendors for the flawless execution of projects·Ensure that all projects are delivered on-time, within scope and within budget·Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility·Ensure resource availability and allocation·Develop a detailed project plan to monitor and track progress·Manage changes to the project scope, project schedule and project costs using appropriate verification techniques·Measure project performance using appropriate tools and techniques·Report and escalate to management as needed·Manage the relationship with the client and all stakeholders·Perform risk management to minimize project risks·Establish and maintain relationships with third parties/vendors·Create and maintain comprehensive project documentation·Meet with clients to take detailed ordering briefs and clarify specific requirements of each project·Delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels·Track project performance, specifically to analyse the successful completion of short and long-term goals·Develop comprehensive project plans to be shared with clients as well as other staff members·Use and continually develop leadership skills·Attend conferences and training as required to maintain proficiency·Perform other related duties as assigned |
| Apr 2016 – Mar 2020Business systems associate, general mills india pvt ltd· Develop business architecture using requirements such as scope, processes, alternatives and risks.· Communicate with business unit to gather requirements accurately document technical/functional requirements within a compound application environment.· Complete knowledge about project use case.· Versatile use of appropriate SDLC (agile and waterfall) to achieve project goals and timelines.· Build forms based on the requirements gathered.· Build logical workflows (working) for the forms using SQL codes.· Solving issues/queries of the clients.· Demonstrate the processes to the client.· Perform Integration (end to end) testing of the built processes.· Preparing manual guides (OPL’s).· Preparing reports for the built processes.· Reporting bugs.· Conducting 5+ levels of testing including functional, regression, user acceptance, integration and performance to verify the client’s needs are met.· Handling exceptions and tickets, providing timely solutions.· Maintain the defect report.· Creating test cases/scenarios for black box testing.· Reducing complexity of the built processes to make it more user friendly· Render executional excellence on all projects.· Post go-live support· Having hands-on experience on SharePoint.· Exceeded goals through effective task prioritization and great work ethic.· Resolved problems, improved operations and provided exceptional service.· Used critical thinking to break down problems, evaluate solutions and make decisions.· Proved successful working within tight deadlines and fast-paced atmosphere.**AUG 2015 – DEC 2015****TECHNICAL ANALYST**, PULSE SOLUTIONS· Designed and maintained consistent data collection protocols and standards across numerous databases and projects.· Collected and monitored incoming data from sources such as remote sensors, third party vendors and visual inspection.· Worked with the SEO team to understand the insights of sites and its ratings.· Helped with the postings |

# Education

|  |
| --- |
| April 2013Bachelor of SCIENCE (Information technology), St peters college of science and commerce |

# Skills

|  |  |
| --- | --- |
| * Testing and Conversion Plans
* Project Management
* Project planning and development
* Business Applications
* Support
 | * Software Development Lifecycle
* Advanced problem solving
* Requirement Analysis
* My Solutions portal/SharePoint
* Reporting
 |

# projects

**1. Project #1: ITQ Near Miss Reporting System: (Oct 2016 - July 2017**

**Tools and Technologies:** My Solutions Portal, Workflow Designer, MS Visio, SQL Server 2014 Management Studio, MSP Reporting

**Responsibilities:**

* Collaborated with the US business team to understand the need of a safety process that can be used globally.
* Developed and documented the process as per business requirements
* Conducted 5+ level of testing.
* Developed reports for the business.
* Implementation stretches globally in four different languages – English, Spanish, Portuguese and Mandarin.

**2. Project #2: ITQ Domestic Shipping – (Sept 2018 - Aug 2019)**

**Tools and Technologies:** My Solutions Portal, Workflow Designer, MS Visio, SQL Server 2014 Management Studio, MSP Reporting.

**Responsibilities:**

* Collaborated with the Shipping customers to understand specific business requirements involved to simplify the process
* Developed business architecture using requirements such as scope, process, alternatives weighing the risks.
* Developed the process and facilitated weekly meetings to communicate the progress.
* Developed business specifications to support these modifications.
* Conducted 5+ level of testing to verify the client’s needs are met.
* Created built-in reports for the customers.

**3. Project #3:UI/UX – (Oct 2019 to Feb 2020)**

**Tools and Technologies:** My Solutions Portal, Workflow Designer, SQL Server 2014 Management Studio, MSP Reporting

**Responsibilities:**

* 1.upgrade.
* Working on technologies like HTML, JavaScript, etc.
* Tackling various issues related to browser compatibility to accommodate these advanced changes.
* Developing User interface framework and documenting solution architecture for the process.
* Standardizing the way of development amongst different projects and reducing redundancy on all three environments - DEV, QA and PROD. Collaborating with the DB team to keep a check on the Performance tuning.
* Maintained energy and enthusiasm in fast-paced environment.

# Certifications:

# Diploma in Java Programming - Aug 2018

# ECBA – Oct 2019

# Agile Methodology – DEC 2020

# lean management – dec 2020

# Declaration:

# I, Kawaljeet K Bhamra, hereby declare that the above information is true to the best of my knowledge and beliefD