



Deepali Srivastav

Senior Project Manager

I have total 5+ years of experience build and develop the project team to ensure maximum performance, providing purpose, direction, and motivation

Lead projects from requirements definition through deployment, identifying schedules, scopes, budget estimations, and project implementation plans, including risk mitigation


To coordinate internal and external resources, ensuring projects remain within scope, schedule, and defined budgets, in collaboration with project staff from various functional departments

Analyse project progress and, when necessary, adapt scope, timelines, and costs to ensure that project team adheres to project requirements


Establish and maintain relationships with appropriate client stakeholders, providing day-to-day contact on project status and changes. Experienced with top-notch implementation and project management abilities. Highly organised, methodical and skilled at overseeing daily milestones across high-performance teams. Well-versed in planning and deployment.

Talented Senior Project Manager with excellent client oversight and issue resolution talents. Highly effective overseeing multiple tasks and employees at once. Dedicated to detail-oriented leadership and goal-oriented planning.

• Contact

 Hyderabad

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• Skills

Project Management



Time Management



Risk Management



People Management



PPT presentation



Excel



Research Management/
Business Analyst



Scrum



Agile Manifesto



JIRA



• Work History

2022-02 -

Current

Sr. Project Manager

Ugam Solutions Pvt. Ltd

- Handling a team of 5 members.
- Causing the removal of impediments to the Scrum Team's progress.
- Addressing clarifications raised by Stakeholders and answering their queries.
- Facilitate team planning and tracking activities while coaching in agile principles. Utilized Agile Scrum practices.
- Mentored a cross- Functional Team.
- Help Team to understand Scrum Ceremonies.
- Perform project tracking through clear and concise status reports and time management reports;

proactively identify potential issues and track project member progress against commitments

- Create project plans to fit stakeholder and customer needs and deliver with-in budget on desired outcomes; full accountability for project results
- Define project roles and responsibilities in close collaboration with the Customer, including project scope and objectives to ensure a cross-functional understanding amongst project members
- Perform project tracking through clear and concise status reports and time management reports; proactively identify potential issues and track project member progress against commitments
- Conduct meetings and create timelines / schedules using Gantt charts
- Providing solutions and alternates to the potential clients as and when needed
- Guide teams to help them stay on track, fine-tuning approaches are needed to ensure the overall strategy is being met
- Work with multiple teams to come on to a conclusion and come up with the best solution possible for a win win situation
- Providing suggestions wherever needed and applicable
- I am the direct point of contact to the US clients
- Worked with the different client and vendors.
- Maintained schedules to meet key milestones at every project phase.
- Communicated project plans and progress to key stakeholders and project contributors.
- Coordinated cross-functional teams to determine timely delivery and compliance of project requirements.
- Developed and maintained relationships with key stakeholders to meet objectives and boost rapport.
- Developed and maintained project budgets to control costs and meet organizational and project goals.
- Monitored project progress, identified risks and implemented corrective measures to acquire success.
- Tracked project and team member performance

closely to quickly intervene in mistakes or delays.

- Facilitated workshops to collect project requirements and user feedback.

2021-08 -
2022-02

Project Manager

WiseWorks Research, Gurgaon

- Working on fieldwork management, to maintain the health of the project
- Developed and initiated projects, managed costs, and monitored performance.
- Managed product backlog and supported Scrum framework for monthly sprint releases.
- Facilitated Scrum framework – sprint planning, backlog grooming, daily scrums, sprint reviews, and sprint retrospectives.
- Applied agile methodology to shorten cycle time and achieve target margins.
- Worked closely and listened to team members' feedback to identify issues and resolve conflicts.
- Worked to provide continuous improvement for product development lifecycle.
- Led cross-functional teams to successfully complete projects.
- Planned, designed, and scheduled phases for large projects.
- Negotiated and managed third-party contracts related to project deliverables.
- Prepared and submitted project invoices for review and approval.
- Tracking the number
- Communicating with internal and external stakeholders on a regular basis
- Building timelines for the whole team to generate revenue to the organization.
- Sprint planning, making sure the scrum team attends the daily stand-ups and based up on the team's maturity level scheduling the grooming calls to make them understand the requirement and importance of prioritized user stories.
- Conducting retrospective meeting to over come the situations in next sprint.
- Billing / raising the invoice of projects rigorously
- Making reports and visualized charts for analysis
- Provided detailed project status updates to

stakeholders and executive management.

- Monitored project performance to identify areas of improvement and make adjustments.
- Developed and implemented strategic project plans to meet business objectives.
- Scheduling calls with Client Service and internal teams to ensure the project is running at the right pace and to wind up before or within the given deadline
- Checking & testing Survey link and implementing feedback wherever needed to save time
- Communicating Project milestones to Internal & External Stakeholders
- Managing all postdelivery project needs including closure and client satisfaction
- Getting the required data by coordinating with survey processing team and data processing team
- And setting up the data for the completes in nexus sampling tool to get the required completes for the project
- Testing the live links and adjusting the quota according to the client requirements and need or according to the questionnaire
- Monitoring the sample and adjusting the sample like Gen-pop according to the targeting

2019-09 -
2021-07

Cabin Attendant

InterGlobe

- Handling client requirements, providing them alternatives and appropriate solution
- Being on toes all the time and be available at any given point of time to operate
- Coordination with scheduling team to arrange the resources
- Tasks on regular basis to be worked on - trainings, bookings, arrange closure meetings, pre and post huddles,
- Updating the portal about the target / sale done for the respective day
- Rigorous training and development plans for every quarter
- Handling escalations and managing as one team.

2017-05 -

Sr. Project Management Analyst

- Handling Full- service projects from input validation, script checking, managing, maintaining timelines to escalating at right time
- Handling projects end-to-end
- Applied effective time management techniques to meet tight deadlines.
- Resolved problems, improved operations and provided exceptional service.
- Used strong analytical and problem-solving skills to develop effective solutions for challenging situations.
- Getting on common terms with Stakeholders
- Providing alternates and validating inputs
- Also worked on ACI (Airport Council International) Project using research tool to analyze the different products in markets
- Analyze the survey as per the client's requirement
- Collect and analyze the data on customer demographics, performance and needs
- Proficient on Ascribe tool (Particularly using for data extraction, research, analysis) for understanding the verbatim of the survey
- Keeping all parties apprised about status and closure of the project
- Working on Excel, PPT and Word
- Creating visualized reports and analyzing the data as per the client's requirements
- Taking important business decisions as and when required
- Preparing quota specs as per fieldwork requirement with the help of macros
- Communicating and coordinating with internal, external stakeholders and vendors to achieve the target
- Maintaining timelines and ensuring they are followed on a regular basis
- Providing up-to-date information / status of the project
- Worked with Script writing, data processing, database, quality check and multiple teams involved to check, follow-up, maintain the timelines and getting the work done
- Hands on experience on pivot table, pivot chart,

intermediate to advance excel

- Testing the live links and adjusting the quota according to the client requirements and need or according to the questionnaire
- Monitoring the sample and adjusting the sample like Gen-pop according to the targeting
- Taking the term report from programming platform such as WSB
- Sharing the term reports to vendors on daily basis.

• Education

2014-06 -
2017-04

Intermediate: Mathematics, Economics & Commerce

Osmania University College for Women, Ratna Junior College - Hyderabad

2012-06 -
2014-04

• Additional Information

- Awards , Head Girl in School Cabinet, Proficiency Award in Intermediate, Best Anchor in Graduation, Consistent Performer in Kantar GDC. Award for excellence. I am a Food Blogger on Instagram, Work with PR and Marketing agencies in Branding and Promotions.