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| **KRITIKA SINGH**  449/263/2M, Adarsh Nagar, G T B Nagar, Prayag Raj  211016, India · 7985889656  [kritz01dec@gmail.com](mailto:kritz01dec@gmail.com) · https://[www.linkedin.com/in/kritika-singh-46192413b/](http://www.linkedin.com/in/kritika-singh-46192413b/) |

To produce outstanding results for my organization by applying my skills and aptitude which I have acquired thought out my career, and thereby ensures growth of my organization and further enhance my professional growth.

**CORE COMPETENCIES**

POWER BI | MS WORD | MS Excel | Spreadsheets | Power point presentation | JIRA | SQL | SharePoint | Visio | Access | MS Project | Communication Skills | Planning & Execution Skills | Team Management |

**EXPERIENCE**

**DECEMBER 2022-TILL**

**Associate Project Manager, ACUTE INFORMATICS PVT LTD**

Own project development and ensure effective completion and delivery.

● Define project scope, goals and deliverable. Develop and maintain project plans.

● Manage scope changes. Ensure project documentation. Preparing quotes and effort

Estimations for internal and external stakeholders.

● Work closely with Product Owners and Bas to progress along the squad agenda.

● Promote Agile culture, values, behaviors, and principles across business, development and Testing organizations.

● Create a collaborative team environment; partner with Managers to provide constructive Feedback for continuous Agile improvements.

● Plan and conduct Agile meetings/ceremonies, Sprint planning, backlog grooming, daily stand Up, test plan and test cases reviews, sprint demos, retrospectives etc.

● Review and manage backlog and in-progress items to ensure the latest work status is captured and updated as appropriate.

● Maintain team metrics and report project statuses on a regular basis to Product Owner, and to Project stakeholders.

● Takes ownership to drive through resolutions of issues or blockers, coordinate directly with Other development/product teams on inter-dependencies or through scrum-of-scrum Ceremony.

● Takes a lead role in overall release management, which includes end-to-end regression test coordination, ensure SDLC artifact adherence run book coordination and deployment support. Coordinate with the team on deployment preparations and execution.

● Excellent relationship management, communication, teamwork, and influence skills; ability to operate at senior levels in both written and verbal communications.

● Ability to develop full-scale project plans and associated communication documents; including

Identifying and managing project dependencies and critical paths.

● Ability to Identify and implement continuous improvement opportunities to improve Agile

Performance. Ability to review and manage backlog items to ensure the latest work status is

Captured and updated as appropriate. Experience in creating a collaborative team

Environment and providing constructive feedback in order to drive Agile maturity.

● Ability to proactively manage change in project scope, identify potential issues, and devise

Contingency.

● Ability to effectively prioritize and execute tasks in a high-pressure environment.

● Detail oriented, organized, self-motivated, and ability to work independently as well as in a

Team environment.

● Strong familiarity with Agile project management software/tools

● Proficient with Jira, MS Office applications: Excel, Word, and PowerPoint.

**JULY 2021- DECEMBER 2022**

**SOFTWARE ENGINNER (Project management), CITIUSTECH HEALTHCARE TECHNOLOGY Pvt. Ltd**

Act as a point of contact and communicate project status to management and all functions- Finance, Staffing, HR, recruitment, Quality, training and sales.

***Key Responsibilities:***

* To coordinate and document with project and delivery leads to analyze financial data, including project budgets, providing financial report, resource allocation, managing invoicing, timesheet tracking and revenue forecasting.
* Planning project management activities including setting deadline, prioritizing tasks and assigning tasks to various team members.
* Strong skills in tracking reporting and maintaining rhythm throughout the project.
* Coordinate with internal finance team to ensure invoices are sent correctly, maintain repository of all SOWs and MSAs, track changes, allowances and incentives and work on monthly invoices.
* Raising requirement requests in system, getting approvals, mapping and getting candidates evaluated from delivery –
* Tracking deadlines, deliverables and ensure successful implementation of various delivery initiatives, resource management, role creations and maintaining various trackers and reports for delivery –
* Preparing daily/weekly/monthly reports and presentations, following up with project status/updates, tracking and reporting project progress.

**MAY 2020 – JULY 2021**

**Sr ACCOUNT MANAGER, VEDANTU INNOVATIONS Pvt. Ltd**

Engaging Client Relations Manager adept at developing often complex client proposals. Proficient in various business operations, including client billing, conflict resolution, and the implementation of effective business policies and procedures. Specialize in developing and nurturing productive client relationships.

***Key Responsibilities:***

* Managed client relations and resolved issues as quickly as possible.
* Maintained professional and productive relationships with clients from around the world
* Prepared detailed budget reports and financial statements for various clients.
* Set up monthly meetings with clients and answered client inquiries. Prepared project proposals and handled billing issues
* Monitored client accounts and identified possible issues

**JULY 2019 – APRIL 2020**

**QA ENGINEER, INFODART TECHNOLOGY Pvt. Ltd**

It is a web-based software for Shopping Application. It helps to improve business process, analyze team performance and reduce time. It is a unique application that enables the organization manages performance and generates precise reports regarding sales and purchase with the help of its enhanced tool. Involved in identifying scenarios. Wrote test cases and reviewed test cases.

***Key Responsibilities:***

* Gathering information of the application from the requirements received.
* Executed manual test cases and logged the defects.
* Preparing, executing and Reviewing test cases.
* Defect Reporting and test execution status reporting.
* Involved in component integration testing, System testing and Regression testing.
* Co-ordination with development team for resolving the issue.
* Providing adequate support to developers for defect analysis and preforming defect management life cycle.
* Participated in Sprint Plan Meeting, Customer Review Meeting, Daily Stand Up Meeting.

**EDUCATION**

* **MASTER OF BUSINESS ADMINISTRATION**

**WELINGKAR INSTITUTE OF MANAGEMENT, MUMBAI**

IT PROJECT MANAGEMENT

**NOV 2021- DEC 2023**

* **BACHELOR OF ENGINEERING & TECHNOLOGY**

**UTTARAKHAND TECHNICAL UNIVERSITY**

COMPUTER SCIENCE AND TECHNOLOGY

**JULY 2015 - JUN 2019**

**ACHIVEMENTS**

* Prepared Live modal for National Seminar (2019)
* Part of Elite Student Exchange Program (2018)
* Proactively part of Student Council Club (2015-2019)
* Prepared Live modal for National Seminar
* Part of Elite Student Exchange Program (2017)
* Prepared Live modal for National Seminar
* Part of Elite Student Exchange Program (2017