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Hardayal Singh

**Project Management | Certified Scrum Master® (CSM®)**

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To work with the organization that would give me ample opportunities to utilize my skills and experience while imparting its own for a mutual growth. Focused Project Manager adept at planning, directing and maintaining continuous operations in various departments. Experienced in directing manufacturing employees and keeping efficient production in accordance with quality standards. Applying creative and analytical approach to operations for continuous process improvement. Skilled at identifying or anticipating problems and providing solutions. Excels through mentoring, training and empowering team to excel in performance.

# Skills

Agile, Agile Manifesto

Certified Scrum Master, Scum Frameworks, Values & Facilitating

Agile Methodology

SDLC (Software development life cycle)

BI Tools Tableau Visualizations and Power Bi, Jira , confluence.

Sampling on nexus tool BOS Sales tool.

CMIX Programming tool

Decipher Programming tool.

Paid Search (Google AdWords) Data Analysis

Analytics PMO

MS Office

MS Excel

# Work History

**2022-06 - Current Associate Lead Project Management | Scrum Master**

*Metrixlab- Macromill, Hyderabad, Telangana*

Helping everyone understand Scrum theory and practice, both within the Scrum Team and the organization. Accountable for the Scrum Team's effectiveness by enabling the Scrum Team to improve its practices, within the Scrum framework.

Coaching the team members in self-management and cross-functionality. Helping the Scrum Team focus on creating high-value Increments that meet the Definition of Done

Causing the removal of impediments to the Scrum Team's progress.

Ensuring that all Scrum events take place and are positive, productive, and kept within the timebox.

Handling vendor management, giving field managers daily updates so that they can share it with RM and client

Addressing clarifications raised by Stakeholders and answering their queries Communication with Scripter, Data Base, Data Processing, Coding, Data Delivery Teams to maintain timelines

Delivering the presentation reports to the client and RM for the closure of the projects Track tasks assigned to the project team and prepare regular status reports Understanding the requirements from the clients and explaining the development team about the need of the requirement

Helping find techniques for effective Product Goal definition and Product Backlog management.

Helping the Scrum Team understand the need for clear and concise Product Backlog items.

Updated operational methods and oversaw accounting procedures for improved efficiency.

Helping establish empirical product planning for a complex environment. Facilitating stakeholder collaboration as requested or needed.

Leading, training, and coaching the organization in its Scrum adoption Planning and advising Scrum implementations within the organization

Helping employees and stakeholders understand and enact an empirical approach for complex work

Removing barriers between stakeholders and Scrum Teams. Lead the team with healthy conflict and positive debates on ideas

Teaching, mentoring and coaching the organization for adoption and usability of Scrum. Help the team to have the vision, and they become capable of removing and preventing impediments.

Empowering, Enhancing and motivating the Development team on self-management.

**2021-06 - 2022-05 Senior Associate Project Manager| Scrum Master**

*Dynata, Hyderabad, Telangana*

Maintained 2 scrum team, Consisting of 12 members.

Facilitate team planning and tracking activities while coaching in agile principles. Utilized Agile Scrum practices.

Mentored a cross functional team.

Ensuring that all Scrum events take place and are positive, productive, and kept within the timebox.

Handling vendor management, giving field managers daily updates so that they can share it with RM and client

Addressing clarifications raised by Stakeholders and answering their queries Communication with Scripter, Data Base, Data Processing, Coding, Data Delivery Teams to maintain timelines

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Helping establish empirical product planning for a complex environment. Facilitating stakeholder collaboration as requested or needed.

**2017-05 - 2021-06 Senior Analyst| project management| Scrum**

*Kantar GDC, Hyderabad, Telangana*

2 years of experience Verbatim Management Research Management, project management

Project management., 4 Years of working experience with Kantar GDC

Analyzing open end to end data collected from online survey and giving meaningful insights to the client

Handling projects end to end is one of my key roles

Stake holder management and communication plays a major role

Keeping all the parties appraised about the closure and status of project on a regular basis

Taking important decisions as and when required

Gather data on competitors and analyze their prices, sales and method of marketing and distribution

Work closely with the survey programming team/ Data processing team and Project Managers to get or provide required files

Independently handling HSBC, DULUX, SCOTRAIL, TFL, ALCOVISION – UK based projects

Also worked on ACI Project (Airport council International from scratch to end) Perform well in both the situations - independently and with team as well

Involved in gathering the requirements and analyzing requirements specification for the reports

Acted as a liaison between the departments to facilitate communication and streamline the project

Developing and maintaining project management methodologies, standards, and templates

Increase organizational capability

Build, maintain, and collaborate in relations with internal stakeholders, External stake holders and seniority levels

Scheduling and attending project meetings and documenting meeting minutes and action items

Conducting Project Planning, Budgeting, and overall strategy of the projects Preparing, reviewing, and maintaining project documentation and project related reports

Allocation of resources and assigning the tasks to project team

Developing project budgets, tracking actual costs, and formulating contingency plans to reduce the financial risks to ongoing efforts

Track tasks assigned to the project team and prepare regular status reports Understanding the requirements from the clients and explaining the development team about the need of the requirement

Manage progress on schedule, budget & quality goals, using project management methodology throughout project life cycle

Establish monthly, quarterly, and annual reports for both internal & external key stakeholders

Taking responsibility for quality assurance within the program by overseeing that Project Services methodologies, standards and procedures are being implemented regionally

Team Supervision – Managing day to day operations, escalating issues to management and clients when necessary

Support any change management activities because of the project outcomes Risk and Issue Management – ensuring Programmer Risks and Issues are being managed and maintained

Driving improvements to the quality of services provided by the team in line with project management best practices

End to end management of the entire process and responsible for providing accurate communication and information to all departments of the project

Direct communication with end client and handling their issues and queries on daily basis.

# Education

## Bachelor of commerce: General

*Osmania University Avanti Degree College*

## Intermediate

*Sri Gayatri Junior college*

## SSC

*Board of Secondary Education Loyola Montessori High School*

# Certifications

**2022-08** Udemy - Scrum Master and Agile.

**2022-10** Scrum Alliance - Certified Scrum Master

# Languages

# English

# Hindi

# Telugu

# Punjabi