

Darpan Hiranman Sawdekar

B-4, Soni CHS. Plot No F-83, Near shiv Mandir Sector-

12, Kharghar, Navi Mumbai - 410 0210

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CAREER OBJECTIVE:

An enthusiast, dedicated, analytical and self motivated individual who is eager to start a work life, ready to accept the challenges, utilizing my skills would like to work with a highly esteemed company which gives me a platform to use my expertise and skills for mutual growth and benefit of company and myself

PROFESSIONAL EXPERIENCE:

PREVIOUS COMPANY: cognizant technology solutions india pvt ltd(2018 to 2021)

COMPANY: Situsamc india private limited - US Bank

Role	:	Project Management Office
Designation	:	Senior Analyst - PMO
Process	:	PMO
Duration	:	April 2022- Present

ROLES AND RESPONSIBILITY:-

- Coordination and follow-up with Client requirements / Functional / Development / Technical writers / Testing Leads / IT Infrastructure / DBA / INFOSEC Security / Operations / Business Teams / Technical Support / Projects Team members etc. for gathering - Change Request details, DOU, BRD, BRM, FSD Documents, Patch, PRM, TRM, PRN / PRR Document, SVN details, Test case, TRR document, QA / UAT Testing sign off, Commercial & Financial Proposal document, Service level Agreement, RFP, Client hardware / Software / Network Infrastructure access approvals etc.

- Internal and External Stakeholders engagement, Integration management, Sprints reviews, retrospective review.
- Coordination and follow-up with Development resources for application completion timeliness and Unit Testing.
- Facilitated UAT / Production Support and Operational issues related to data correctness as per Client's requirement
- Coordination and daily role with Functional (Business Analysts) for logic, system flow and Scope development.
- Facilitating from Clients requirement gathering level to full launch Production delivery at On-Site environment.
- Operated Open project tool (Administration + Tracking), Microsoft Project ensuring overall (SDLC + STLC) SOP & WBS for each project.
- Gathering Internal Stakeholder updates on product status and highlighting it to Upper management & Client
- Project plan / WBS submission to client and sign-off, which encompasses tentative timelines for Application development.
- Facilitated UAT / Production Support and Operational issues related to data correctness as per Client's requirement.

ACHIEVEMENTS:

- Received 6star performance award in 4 years.
- Received best performance award.
- Received 3 times onspot award.
- Received appreciation from client for excellent performance and helping to resolve issues.

APPLICATION KNOWLEDGE:

MS Office, C Programming, Python, Tally.

Qualifications	Year	Institutions	Board	Percentage/CGPA
		Guru Shree	University of	

B. Com – Information System Management	2015- 2018	Shantivijai Jain College for Women	Mumbai	4.3
Higher Secondary Education	2013	Dy. Patil	State Board	61%
Secondary Education	2011	Dy. Patil	State Board	54%

SUMMARY OF SKILLS:

- Good time management skills.
- Ability to perform tasks independently.
- Basic Computer Skill.
- Problem Solving

PERSONAL DETAILS:

Age : 25 Years

DOB : 26/09/1996

Gender : MAle

Languages Known : English & Hindi.

DECLARATION: -

I hereby declare that all the above mentioned particulars are true to the best of my knowledge and belief.

DATE:

Yours

Sincerely,

PLACE: Mumbai

(Darpan H. Sawdekar)