

VINAJA PERIKE

Senior Project Coordinator (Scrum Master)

About

I am a **Sr. Project Coordinator** and a **Scrum Master** with 9 years of working experience into Project Coordination, Scrum and Agile Project Management. An enthusiastic and skilled seeking a position that reflects my experience, skills and personal attributes that includes dedication, meeting goals and ability to manage and motivate team members. Managing Scrum Teams, conducting Sprint Ceremonies, Coordinating with cross-functional teams, Stakeholder Management, Release Management.

Contact

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Hyderabad, Telangana, India,
500019

Languages Known

English, Hindi, Telugu, Marathi

EDUCATION

B.Sc. Computer Science
2013

**Higher Secondary School
Certificate**

2009

Secondary School Certificate
2007

SKILLS

- Agile Practices
- Communication Skills
- Content Writing Skills
- Project Management
- Team Management
- Process Improvement
- Risk Management
- Stakeholder Management
- Training

TECH SKILLS

- SharePoint;
- JIRA;
- MS Office;
- Confluence;

Professional experience

PRESENT

SENIOR PROJECT COORDINATOR; *DLT Labs, Hyderabad; August'2022– January'2023*

ACHIEVEMENTS:

- Handling Scrum Teams, organizing and facilitating Sprint Ceremonies.
- Project planning and preparing required project documents.
- Tracked and Monitored Project Status reports
- Coordinating with cross-functional teams for resolving the issues faced by the team.
- Collaborating with team members to identify the Risk and preparing the mitigation plan.
- Created Transparency in Process and resolving conflict
- Preparing project dashboards and sharing the project reports to the Top Management with the timeline
- Capacity Planning and Alignment of the Resources
- Cross functional Stakeholder management
- Planning Releases and Deployment, coordinating with Infrastructure Team for deployments.

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PREVIOUS

SENIOR SPATIAL DATA SPECIALIST (PROJECT COORDINATOR); *HERE TECHNOLOGIES, AIROLI; DEC '2013– JUL'2022*

ACHIEVEMENTS:

- More than 8 years of experience in handling and problem solving for Production Team members.
- Established efficient workflow processes and monitored daily productivity.
- Organized and facilitated Sprint Ceremonies.
- Worked closely with Project Managers for Project Planning and preparing Documents
- Communicated with Stakeholders and internal members regarding project details, estimates and timelines.
- Drive the team towards successful KPIs scores and continuously engage in improving stakeholder experience and timelines of the delivery of projects
- Applied specialized knowledge of Spatial data formats and storage to develop advanced mapping capabilities.
- Handled Kick-off calls, resource allocation, collaborating with clients and stakeholders, senior management and internal teams to manage the project.
- Working closely with designers, developers from different verticals to provide timely delivery of projects.
- Created monthly progress reports and communicated results to respective team.
- Worked closely with technical operations, business analysts to drive implementation of GIS solutions.
- Presented Weekly, Monthly and Quarterly business reviews to stakeholders.
- Provided New Hires training and Cross Skilled training to the team members.
- Actively involved in providing Training and On-boarding of new members
- Coordinated and supported administrative requirements for project team
- Providing resolutions to the JIRA raised by various production teams.
- Risk and issue monitoring and coordination
- Prepared Standard Work Instruction and closely worked with Quality team to get the document approved and published.