

Sunanda Narwal

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Summary

I Am a very Enthusiastic Person. I handle tasks very competently and efficiently. I am a good team leader with experience in client management, Risk management, and resource management. I have skills and experience in Mobile application development, Web application development, and testing. My goal is to learn and grow along with the company.

Experience

Felix Ads Media | Uttarakhand Associate Project Manager | 03/2023

1. Effectively set up the support portal for client and reduce the waiting time in every ticket.
2. Plan and implement process of development.
3. Ensure that all module are delivered on-time, within scope and within budget
4. Communicated with team lead and client
5. Advised upper management on technology, marketing, and design
6. Sprint design for new module of product, Daily scrum meeting
7. Track real-time progress by using the Jira management tool
8. Expertise in change management with existing data handling
9. Coordinate internal resources and third parties/vendors for the flawless execution of multiple projects
10. Assist in the definition of project scope and objectives, involving all relevant internal stakeholders and ensuring technical feasibility
11. Ensure resource availability and allocation
12. Develop a detailed project plan to monitor and track progress
13. Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
14. Measure performance using appropriate project management tools and techniques
15. Manage the relationship with the client and relevant stakeholders
16. Perform risk management to minimize potential risks
17. Create and maintain comprehensive project documentation
18. Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
19. Delegate project tasks based on junior staff members' individual strengths, skill sets, and experience levels
20. Track project performance, specifically to analyze the successful completion of short and long-term goals
21. Develop spreadsheets, diagrams and process maps to document needs

VVDN Technologies Pvt Ltd. Executive Program Manager | 10/2022 - 02/2023

1. Analyzed and then effectively strategized in regard to business goals, deadlines, schedules, budgets, needed resources, and team member coordination
2. Clearly communicated problems and progress to upper management via engaging and artful presentations
3. Performed tasks central to program progress, including scheduling, budgeting and accounting, and resource management
4. Communicated with coordinated project employees and client
5. Advised upper management on technology, marketing, and design
6. Sprint design for new module of product, Daily scrum meeting
7. Track real-time progress by using the Jira management tool
8. Expertise in change management with existing data handling
9. Coordinate internal resources and third parties/vendors for the flawless execution of multiple projects
10. Ensure that all projects are delivered on time, within the scope,
11. and within budget
12. Assist in the definition of project scope and objectives, involving all relevant internal stakeholders and ensuring technical feasibility
13. Ensure resource availability and allocation
14. Develop a detailed project plan to monitor and track progress
15. Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
16. Measure performance using appropriate project management tools and techniques
17. Manage the relationship with the client and relevant stakeholders

18. Perform risk management to minimize potential risks
19. Create and maintain comprehensive project documentation
20. Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
21. Delegate project tasks based on junior staff members' individual strengths, skill sets, and experience levels
22. Track project performance, specifically to analyze the successful completion of short and long-term goals
23. Develop spreadsheets, diagrams and process maps to document needs
24. Perform other related duties as assigned

VVDN Technologies Pvt Ltd.

Program Manager Intern | 06/2022 - 10/2022

1. Manage multiple projects and guidance to the team on how to perform operations in the project.
2. Break down of module in simple task and segregated to the team.
3. Scrum master, Organise daily scrum meeting
4. Understand a project's scope and create documents for project requirements
5. Conduct project meetings to communicate individual roles, and project expectations, and ensure that all project team members have the tools and training required to perform effectively
6. Monitor projects on a regular basis, evaluating progress and quality, and manage issue resolution process to ensure corrective actions are taken
7. Maintain the quality of all project documents/data to assure the integrity of a project
8. Work with the project manager to report analyzed data and communicate results
9. Optimize utilization of talents through specific development and mobility programs
10. Manage the project estimating activities
11. Maintain the standardized format guidelines
12. Develop additional tools and refine processes to help all projects run effectively
13. Work with resource managers to implement resource strategies for specific organizations
14. Develop and implement a sourcing schedule to ensure workforce coverage
15. Coordinate schedule of activities related to the project
16. Help to record achievements, expenses, and measures for success
17. Monitor all project-related logistics for proper facilitation of payments
18. Analyze and discuss the potential risk or benefit involved in using the specified technology solution to address the project requirements.
19. Design and implementation of project tracking mechanism via Gantt Chart and Jira.

WNS

Associate - Operation | 07/2021 - 06/2022

1. Maintain records of employee data in accordance with established protocols.
2. Collaborate with cross-functional teams to develop and implement cost-saving initiatives effectively.
3. Handled the outsourcing/offshoring of client's professional records as required, ensuring compliance with standards.

Skills

Leadership skills, Communication skills, Project management, Agile, Interpersonal skills, Team mentality, Time management, Team management, Risk management, Stakeholder management, JIRA, Methodologies: Agile, Waterfall, Scrum, Kanban, Scrumban

Education

Maharishi Dayanand University

B.Tech - ECE | 06/2017

Uttarakhand Technical University

MBA - Information Technology | 06/2019

Analytix Lab

PG Certification in Data Science | 05/2024

Project

Client:- Tamas Talent Spree Private Limited

Application name:- Tamas

Mobile application:- Tamas App solve Video Production/Entertainment Industry/Event Industry Workers/Makers dilemmas or simplifies their processes, Tamas is an app associated with the entertainment industry from actors to singers, from lights, cameras to locations, from properties to production designers, from editing to the colorist, from foley to VFX and from promotion to release. They provide 180-degree services that include pre-production, production, post-production, promotion, and release under one roof. They are not only giving a platform to influencers/creators but also to the crew members who work behind the camera and scenes.

Technology:-

1. Native Android for android application
2. Swift for ios application
3. Laravel for backend and Apis
4. Paytm Payment gateway
5. FFMPEG
6. CDN on AWS
7. S3

Achievement:-

1. Over 50k + Download on Play store and 40K+ active user of this application
2. Client generate over 2M+ revenue in last one year
3. Upgrade complete application and admin panel in just 45 day

Client:- Carnoll Private Limited
Application Name :- CNL Cabs

Mobile application:- CNL Cab is a car sharing service in jammu and Kashmir just like an ola and uber. in this project there are 3 main android and ios application and web application

1. End user mobile application
2. Drive application
3. admin panel

Technology:-

1. Native Android for android application
2. Swift for ios application
3. Node.Js for backend and api
4. Google location and direction apis
5. Paytm Payment gateway
6. CDN on AWS
7. S3

Achievement:-

1. complete all 2 application and admin panel in just 55 day with deployment

Client:- Aptech Aviation & Hospitality Academy

Application Name :- Aptech management web application

Web application:- Aptech was want to manage the record of flying student , renter and aircraft maintenance. so we have to develop a web application for them which they can track the flight record of aircraft, due maintenance and availability of aircraft. also they can monitor the student of flying

Technology:-

1. Laravel (PHP)
2. AMiC Api integration
3. Vue.js

4. PostgreSQL
5. Paytm Payment gateway

Achievement:-

1. Complete this project before deadline
2. currently system have 26k+ registered user
3. system saved the record over 300+ aircraft flights