Maryada Chauhan

Senior Project Manager | Agile Leader

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Professional Summary

Strategic and certified Project Manager with 3.4 years of experience delivering high-impact internal and client-facing projects across cloud, IT, and process automation domains. Adept at leading cross-functional teams, managing stakeholder communications, and executing Agile & Waterfall methodologies. Recognized for enhancing operational efficiency, customer satisfaction, and delivering scalable solutions. Eager to take on Program Management roles that influence enterprise-wide initiatives.

Core Skills & Tools

- Project Management: Agile (Scrum, Kanban), Waterfall, SDLC, Sprint Planning, Process Automation
- Tools & Platforms: JIRA, Trello, Zoho Creator, ATLAS, Salesforce, HubSpot, MS Project
- Leadership & Strategy: Team Management, Stakeholder Engagement, Cross-Functional Collaboration, Hiring
- Analytics & Planning: Risk Management, KPI Tracking, Resource Allocation, Project Budgeting

Professional Experience

- Project Manager | Centilytics | Noida | Jul 2024 – Dec 2024
- Led cross-functional teams (9+ members) to deliver high-priority internal and client projects (Haldiram, Third Wave Coffee, Mahindra Teqo) with 100% on-time delivery.
- Integrated Agile practices, facilitating stand-ups and sync-ups to maintain project velocity and team cohesion.
- Streamlined workflows via Zoho Creator & ATLAS; improved project cycle efficiency by 20%.
- Administered ISSI portal assessments; ensured compliance and accuracy in all technical documentation.
- Represented Centilytics during campus drives and client meetings, reinforcing brand leadership.
- IT Project Lead (Previously Coordinator) | Pearson VUE | Remote/India | Jun 2023 – Jun 2024

- Promoted within 6 months for stellar project execution and leadership.
- Led a 10-member team for a critical system migration project, reducing downtime by 40%.
- Blended Agile and Waterfall methodologies for seamless delivery of cross-team projects.
- Launched process improvement initiatives reducing delivery time by 20% and elevating quality benchmarks.
- Spearheaded a process automation project that slashed manual effort and improved data reliability.
- IT Technical Associate (SME) | Tech Mahindra Pvt Ltd | New Delhi | Oct 2021 – Apr 2023
- Managed operations for clients like AT&T and Bank of America, maintaining high service KPIs.
- Mentored new US-based support staff and effectively resolved complex client queries.
- Optimized CRM use, driving efficient customer lifecycle tracking.

Education
- MBA – Project Management, Maharaja Agrasen College, New Delhi | 2023 – 2024
- BA – Humanities, College of Vocational Studies, University of Delhi | 2018 – 2021

Certifications
- Project Lifecycle Management
- Budgeting & Scheduling Projects
- Risk Management & Resource Evaluation

Key Achievements
- Increased client retention by 30% (Bravo Award x2, Centilytics)
- Improved project delivery efficiency by 20% through tech-led optimizations
- Received 10+ client commendations for project outcomes and solution quality
- NinjaBee Award winner for performance excellence and leadership

Interests
- Fitness
- Creative Arts & Painting
- Culinary Exploration