Sabhya Verma

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A proactive and detail-oriented Project Manager with experience in software development, scrum & program management. I possess excellent communication, leadership and hardworking qualities that have helped me grab every opportunity that came my way.

EDUCATION

Rajdhani College, University of Delhi   **Delhi, India**
B. Tech Computer Science   *07/2017*

SKILLS

Project management: Software development life cycle, process improvement, agile methodologies, scrum, sprint & product backlog, cross-functional team collaboration, stakeholder management, budget & scope management, conflict management, risks mitigation, people & leadership, retrospectives, user stories and quality assurance.
Tools: Gantt charts, Kanban boards, Jira, Zoho projects, MS Office 365, other work management tools, Git, REST APIs and VS Code

CERTIFICATIONS

CSM: Certified Scrum Master
Diploma of Education- Full Stack Developer
Google Professional Project Management

WORK EXPERIENCE

Metageeks Technologies   **Noida, Uttar Pradesh**
Technical Project Manager   *12/2024 – present*

- Led and managed blockchain & AI projects from conception to completion, including defining project scope, goals, and deliverables, daily scrum, sprint planning, developing detailed project plan, schedules, budgets & tracked progress against them.
- Ensured compliance with relevant regulations, standards, quality requirements and definition of done.
- Monitored project progress against key performance indicators (KPIs) and take corrective action as needed along with maintaining strong relationships with the clients & vendors.
- Provided regular project status reports to internal & external stakeholders, highlighting on project risks, issues, and change requests.
- Ensure successful project delivery through effective coordination with cross-functional teams.

NIC (National Informatics Centre), Parliament of India   **New Delhi, Delhi**
Software Project Lead & Developer   *11/2020 – 12/2024*

- Led & managed sprint planning and refinement with business and technology stakeholders, modules andenhancements using Agile methodology.
- Governed the development lifecycle of web applications and internal tools from scratch, including project planning, execution, procurement, budgeting and delivery using integrated APIs.
- Organized retrospectives and knowledge transfer sessions for various projects, determining relevant milestones, bottlenecks and maintaining risks registers, ensuring project deliveries on strict deadlines.
- Identified and resolved critical issues in real-time, such as debugging a complex user authentication system, which improved system reliability by over 25% using strategic thinking.
- Fostered the development of a customer-facing web applications using React.js, enhancing the user experience and functionality, thereby achieving a 95% user satisfaction rate and an increased user engagement by 30%.

Profuse HR Consultancy   **Noida, Uttar Pradesh**
IT Technical Recruiter   *4/2020 – 10/2020*

- Responsible for checking references, negotiating terms and rates for each project, coordinating the interview process, extending offers, and closing candidates.
- Expertise in aligning candidates with the heads, and maintaining structured everyday documentation, thereby mastered Microsoft Office tools.
- Gained insights from the working various developers, technical support engineers, equipment operators, supervisor, warehouse workers, etc.