

CURRICULUM VITAE

Homa Kausar

Address: NOIDA, Uttar Pradesh

Contact Info.

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CV SUMMARY

Dedicated and results-oriented certified Project Manager with 4+ years of experience leading cross functional teams to deliver successful projects. I have a proven track record of achieving project objectives, optimizing resource allocation, and ensuring timely completion.

EXPERIENCE

Project Manager at Newage Infosoft Solutions Pvt. Ltd from Nov 2021 to June 2023.

Key responsibilities:

- Led cross-functional teams to successfully deliver projects on time and within budget, managing scope, timelines, and resources across multiple projects.
- Coordinated with stakeholders, engineers, and vendors to gather technical requirements and ensure seamless project execution.
- Implemented Agile methodologies, including Scrum and Kanban, to optimize team performance and enhance project delivery speed.
- Conducted risk assessments and developed mitigation strategies to minimize potential project delays and technical issues.
- Tracked project progress using advanced project management tools such as Jira, Microsoft Project, and Trello to ensure alignment with milestones and KPIs.

Project Coordinator at Morpheme Webnexus Pvt. Ltd from Feb 2018 to Oct 2021.

Key responsibilities:

- Planning, coordinating, and executing multiple projects, ensuring alignment with project goals and deadlines.
- Managed project schedules, tracked progress, and updated stakeholders on milestones and potential risks.
- Coordinated communication between project team members, clients, and stakeholders, ensuring smooth information flow and issue resolution.
- Prepared and maintained project documentation, including reports, meeting minutes, and project plans.
- Supported the implementation of project management tools such as JIRA, Microsoft Project, Trello, Asana, etc. for tracking and reporting.

CERTIFICATION

- **Certification in PMP** (Project Management Professional) from **Google**.
<https://coursera.org/share/83c7d014d2ea9bfcb434f58009915896>

SKILLS

- Agile Development Methodologies
- Client Communication
- Budgeting and Resource Allocation
- Team Leadership and Management
- Quality Assurance
- Change Management
- Documentation and Reporting

QUALIFICATIONS

- Master's in Computer Science
- Bachelor in Computer Science

STRENGTHS

- Project Management: - Managed more than 20 projects.
- Communication: - Excellent Verbal and Writing Skills.
- Problem Solving: - Identified and resolved complex technical issues, improving overall efficiency.

PERSONAL DETAILS

Name: Homa Kausar

Father's Name: Balal Uddin Ahmad

Mother's Name: Nadra Jaha Ara

Gender: Female

Marital Status: Married

Date of Birth: 6th June, 1994

DECLARATION:

I hereby declare that the above information is true to the best of my knowledge and belief.

Yours Sincerely

Place: NOIDA, India

Homa Kausar