



Resume

Personal details



Ashish Kumar Rai



ashishrai.ra160@gmail.com



+91 7668477780



Modal Town, Gurugram, HR
Gurugram



February 19, 1993



Male

Skills

JIRA

MS Office

SQL

NetSuite (Basic)

Salesforce (Basic)

Lucid Chart

Agile methodologies

Scrum

Custom Web Applications

Hobbies

■ Outdoor games

■ listening to music

Profile

Seeking an opportunity in an organization where I can get exposure to real-time challenges in order to prepare myself better and apply my knowledge gained so far.

Education

| | |
|------|--|
| 2018 | MCA Ajay Kumar Garg Engineering College, Ghaziabad 69.3% |
| 2014 | BCA Uptec, Allahabad 68.66% |
| 2011 | Intermediate Air Force School, Bamrauli, Allahabad 61.4% |
| 2009 | High School Army School New Cantt, Allahabad 71.5% |

Employment

Jul 2020 – Present

Sr. Executive PMO
JSTREAMS Solution Pvt Ltd, Gurugram

- Expertise in pipeline management, resource allocation, demand forecasting, and ensuring successful project delivery within the IT service industry.
- Proficient in JIRA management for ticket tracking and project planning, strategic planning, forecasting, and actual budget tracking.
- Involved in internal custom web applications like HRIS Portal, Timesheet, AP Automation, and other. Also, contributing to requirement analysis and process optimization.
- Managing client billing and invoicing using NetSuite, ensuring accuracy and compliance.
- Committed to optimizing project efficiency and ensuring seamless coordination across teams.
- Handling resource requisition processes and other administrative tasks.

Jul 2018 – Jul 2020

Executive
Hello Verify India Pvt Ltd, Noida

- Handling employment verification for clients like Infosys, Cognizant, Wipro, Accenture, and others.

- Conducting employment verification for top clients.
- Validating company authenticity and applicant details.
- Resolving client queries and managing research tasks.
- Coordinating site visits for physical verification.
- Ensuring productivity and SLA/TAT compliance.

Achievements

- Event Head Coordinator for the Fresher's and Farewell functions during MCA.
- Sports Branch Captain for MCA+MBA in the academic years 2016–2017 and 2017–2018.
- Member of the Discipline Committee in the MCA Department.
- Volunteered as a Discipline Committee member for the IT Carnival at UPTEC.
- Participated in CBSE Cluster and Command Level Volleyball competitions

Awards & Recognition

- 2021: Client Excellence Award
- 2022: Cultural Award
- 2023: Iron Man Award