

Riya Saha

IT-Focused Sr. Project Coordinator.

Detail-oriented and self-motivated IT-focused project coordinator with advanced education in computer science

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EXPERIENCE

Idexcel Technologies Pvt Ltd, Bengaluru — Sr. Project Coordinator

June 2021 - Present

Responsibilities :

- Work with resource allocation, availability and allocation according to project needs.
- Arranging daily scrum meetings to discuss yesterday's work status, today's work, goals for the current sprint, impediments if any.
- Arranging meetings for sprint review and sprint retrospective.
- Monitoring and reporting the issues during Project execution.
- Review each timeline for all active tickets at regular intervals and inform about possible deviations.
- Make sure all standard procedures are followed when we release each ticket .
- Keep track on issue injection vs resolution and derive possible root cause for any deviations.
- Taking meeting notes track action points against resource names, and coordinate with assigned resources to get it done
- Generating reports related to team or project based on various metrics.
- Yearly/ Monthly/ Weekly report generation for projects with various metrics to measure various related to software performance and reliability.
- Suggesting and implementing ideas for process improvements and individual KRAs.
- Continuous monitoring on the implemented processes to get adhered to.

Integrity Web Informatics Pvt Ltd, Kolkata — Sr. Project Coordinator

August 2020 - April 2021

Responsibilities:

- Involvement in project management activities, resources, requirements.
- Break the project into doable actions and assign tasks to respective team members.
- Attending client calls to discuss project requirements, queries.
- Documenting MOM and following up on important actions and decisions from meetings. Sharing daily work updates to the client to stay on top of delivery.

SKILLS

Over 7+ years of industry experience

Project Management, Documentation. Experienced in waterfall and Agile methodologies, worked on several project management tools such as Azure Dev ops, Asana, Jira, Zoho Projects, Trello & Microsoft Office. Knowledge of Wordpress Development, Php development, HTML5, CSS3 and MySQL.

Highly organized, detail oriented and efficient. A flexible and versatile team player who will work hard and excel in any environment.

SOFT SKILLS

Leadership, Delegation, Organization, Problem Solving, Conflict Resolution, Planning, Executing.

CERTIFICATIONS

Scrum Fundamentals Certified

COURSES COMPLETED

Agile fundamentals : Including Scrum and Kanban 2020 from Udemy

- Arranging daily scrum meetings to discuss yesterday's work status, today's work, goals for the current sprint, impediments if any.
- Arranging meetings for backlog grooming, sprint review and sprint retrospective.
- Working closely with project team members, answering to team's queries, solving issues, providing solutions to the team.
- Regular monitoring of project budget and ensuring project deadlines are met.
- Preparing reports and charts to track projects status and share the reports to stakeholders.
- Tracking project requirement changes.

Learning Jira Software from LinkedIn

LANGUAGES

English, Hindi & Bengali

OTHER INTERESTS

Listening to music, traveling, singing, interacting with new people.

Pyreon Softwares, Kolkata — Sr. Project Coordinator

November 2018 - July 2020

Responsibilities:

- Creating project scope of work, project schedules. Maintaining and updating the schedule when required.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings. Review designs and requirements and outline the discussion points before meeting.
- Regular monitoring of project budget and ensuring project deadlines are met.
- Tracking project changes.
- Break the project into doable actions and assign tasks to respective team members.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.

Projects:

<http://macneilwash.com/> - Car wash solutions

<https://shop.ncswash.com/> - Car wash solutions woo commerce

<https://www.dmpplayhouse.com/> - Events, plays organising company.

<http://store2508.in/> - Online accessories store, e-commerce

<https://coslifestore.com/> -Online Cosmetics store, e-commerce.

<https://www.bankiowa.bank/> - Bank website of iowa

<https://justinkbrady.com/> - Podcast website

<https://www.iowagames.org/> - Gaming site of iowa

<https://www.insta-pro.com/en/> - Food processing equipment, multilingual site, wordpress

Fingertip consultancy pvt ltd, Kolkata — Project Coordinator

May 2017 - November 2018

Responsibilities:

- Coordinate project management activities, resources, equipment and information.
- Client communication to gather the requirements and give updates to the client after work completion.
- Assign tasks to internal teams and assist with schedule management. Break projects into doable actions and set timeframes.
- Ensuring project deadlines are met.
- Documenting and following up on important actions and decisions from meetings.
- Reviewing and checking the module/functionality prior to delivering to the client.
- Final functional and responsive testing of the projects.

Projects:

www.gosevaparivar.org - Goseva parivar NGO

www.eleganzastamps.com - e-commerce

<https://prestogifts.com/> - e-commerce

<https://artixium.com/> - Products showcasing, filter based website.

www.artixium.com -Category: product display, additive and subtractive filters, keyword search, multilingual site, admin can add or delete more languages at future, different users to translate content in different languages, users creation and assign as per languages.

www.blocklite.in - Blockite

www.joyous.co.in - Joyous

SD Softwares (Present name- Envertis infosoft pvt ltd.)

Kolkata — Project Coordinator

April 2016 - April 2017

Responsibilities:

- Creating project scope of work, project requirement specification, project schedules.
- Maintaining and updating the schedule and specification when required.
- Controlling versions for the project's documents.
- Communicating with clients in order to understand the requirements, sharing work updates, getting work approvals from the client.
- Thoroughly observing clients requirements.
- Assigning jobs to the concerned designers & developers.
- Coordinating with designers & developers to ensure flawless execution of projects.

- Giving reply to client's mails/queries.
- Reviewing and checking the module/functionality prior to delivering to the client.
- Creating test cases for web and mobile application projects and performing the final functional and responsive testing of the projects.

Projects:

www.prismsconsultancy.com.au -Consultancy wordpress

www.vnsinfo.com.au - VNS

<https://www.naturalproductsazteca.com.au/> -Natural products
azteca woocommerce

<http://www.tribune.com.au/>

Web Solutech, Kolkata — Project Coordinator

July 2014 - April 2016

Responsibilities:

- Coordinating with designers & developers to ensure flawless execution of projects.
- Help prepare project proposals, schedule.
- Monitor and track project progress and handle any issues that arise.
- Create and maintain project requirement specification, plans and reports.

EDUCATION

Bachelors of Science in computer science, Calcutta University

2010 - 2013

Duration of graduation: 3 years

Class 12th (Science Stream) from U.H.N.A.V School

2008 - 2010

Duration of 12th: 2 years

Class 10th (Science Stream) from B.M.G.H School

2003 - 2008

Duration of Schooling: 5 years

Class 5th from S.B School

1996 - 2002

Duration of Schooling: 6 years

PERSONAL INFORMATION

Father's Name: Pradip Kumar Saha

Marital Status: Unmarried

Sex: Female

Nationality: Indian

Religion: Hinduism

Permanent Address: 1, Olai Chanditala, Second Lane, Nimta, Kolkata - 700049

Date of Birth: 24th October 1991