SWATHI ARAVIND, PMP®
IT Project coordinator and Business Analyst

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Location: Bahrain

PROFESSIONAL SUMMARY

To secure a position where I can effectively utilize my project management and analysis skills that I have gained in my past 3.7 years, thereby contributing efficiently and effectively to successful project execution in the organization I serve. I have worked as a versatile asset to the organization by engaging in Solution Analysis, Data Analysis, Quality Assurance, and Project Management responsibilities.

CORE COMPETENCIES

In the past 3.7 years, I have gained significant experience and expertise within different project management areas including:

- Project Analysis which includes requirement gathering, requirement analysis and creating the statement of work
- Prototyping the web and mobile applications
- Creating workflow diagrams and user stories
- Project planning
- Team Management
- Project Management
- Client service and coordination
- Agile and waterfall methodologies
- Quality assurance and software testing

BUSINESS EXPERIENCE

1. Project Coordinator
  Almoayyed Computers Middle East, Bahrain (Jul 2020 – Present)

- Effective and efficient management of resources and ensure project completion within budget and timeline.
- Ensure that quality services are delivered to the client at agreed delivery time.
- Follow entire project life cycle, plan, schedule execute projects based on timeline and milestones, supervise and control till project closure.
- Develop, maintain and manage overall scope, work plan.
- Prepare test cases and carry out manual testing
- Prepare user manuals for the products
- Draft and submit proposals
- Proactively manage changes in scope, identify potential crisis, and devise contingency plans.
- Effectively communicate project expectations to team members in a timely and clear fashion.
- Identify and resolve issues and conflicts within the project team.
- Escalate customer issue, process anomalies in a timely manner to seniors.
- Involve in quality management of the product.
- Coordination with customers

2. Project Coordinator and Analyst
Fingent Global Solutions Pvt. Ltd, Kochi, India (Aug 2017 – Aug 2019)

- Engage with key stakeholders to understand their business requirements and evaluate appropriate solutions.
- Drive client meetings and elicit business requirements (pre & post project sign-off).
- Defining and creating project's statement of work, project timeline, user stories, roadmap, clickable prototypes, workflows and high-level test cases.
- Research and analyse the client, industry and the technologies
- Co-ordinate with the client, design, development and QA team to ensure timely completion of projects.
- Ensure high quality solutions that meet the business requirements within the "Triple Constraints": Scope, time and cost.
- Host meetings, demos, presentations and project updates on a periodic basis.
- Manage change requests, enhancements and modifications to the scope.
- Facilitate daily scrum meetings, sprint planning, sprint review, and sprint retrospective.
- Drive weekly client meetings to convey project progress and to discuss client's feedback.
- Use project management tool to track and monitor effort and timeline.
- Weekly project status reports to the Management team
- Documentations including SOW, SRS, Test Plans etc.
- Assist with user acceptance testing (UAT) before go-live and conduct periodic defect triage meetings.

3. Business Analyst
Bodhi Info Solutions Pvt. Ltd, Calicut, India (May 2016 – July 2017)

- Understand and document the customer's business requirements.
- Create and demo workflows to the client.
- Co-ordinate with the design, development and QA team to ensure timely completion of projects.
- Drive weekly client meetings to convey project status and to discuss client's feedback.
- Ensure resources are logging time against their respective projects and generate reports to management.
- Review test cases prepared by the testing team.
- Assist with user acceptance testing (UAT) before go-live.

FAMILIAR TOOLS
- Justinmind Prototyper
- ProjectLibre
- Open Project
- Jira
- Basecamp
- MS teams
- Draw.io
- MS Project
- MS Office Word
- MS Office Excel
- MS Office PowerPoint
- XMind

CERTIFICATIONS

- Project Management Professional (PMP®) (22 Dec 2020 to 21 Dec 2023)

EDUCATION

B-Tech- Computer Science and Engineering (2012-2016)

College of Engineering, Thalassery, India (CUSAT)

Percentage: 69%

CGPA: 7.32

PERSONAL DETAILS

- Date of Birth: 06 July 1994
- Gender: Female
- Nationality: Indian
- Marital Status: Married
- Passport No: T3451635
- Visa Status: Work permit visa
- Languages Known: English, Malayalam, Hindi

DECALARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Place: Bahrain   Swathi Aravind