

AYUSHI JALAN

Experience

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Objective

Self-driven and dedicated professional with project management experience. I wish to secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Education

AMITY BUSINESS SCHOOL, NOIDA, MBA(GEN)

Scored a CGPA of 8.2 in 4 semesters

MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY, GGSIPU, B. TECH(IT)

Scored a CGPA of 8.03 in 8 semesters

DPS R.K PURAM, NEW DELHI, 12TH

Scored an aggregate of 84.4

DPS, BULANDSHAHR, 10TH

Scored an aggregate of 93.1

Skills

- Tracking and Monitoring
- Business Communication
- Zoho Projects
- JIRA
- Agile- Scrum Framework
- Microsoft Office
- Planning and Coordination
- Leadership
- Problem Solving

Extracurricular Activities

Worked as a moderator for **Rotary Blood Bank** at blood donation camps held in college 2018 & 2019.

Worked as a volunteer in “**Clothes Collection Drive**” in 2018.

Worked in the organizing team of the annual techno cultural fest of **MAIT – TECHSURGE AND MRIDANG** as an Associate member.

Worked as a volunteer in the society ‘**Leaders for Tomorrow**’ which aims at igniting the social consciousness of the youth 2016.

ASISTANT PROJECT MANAGER, ENHANCESYS INNOVATIONS Ltd. (JUNE 2021- Present)

- Managing the entire execution of the project to ensure that all tasks are delivered within the SLA as per the committed timelines.
- Coordinating with clients to identify the key requirements, define project scope, and develop the project schedule.
- Scheduling daily scrums and regular status meetings with the scrum team and other stakeholders.
- Preparing and Presenting the project status reports to clients.
- Organizing and monitoring System Integration Testing and User Acceptance Testing of latest development based on BRD with clients.
- Tracking the project progress and project milestones. Coordinating with internal and external teams to resolve project issues and ensuring project delivery with high quality.
- Actively tracking scope changes and communicating them effectively to customers.

Internships and Projects

HUMAN RESOURCE INTERN, HUMOURBABA (MARCH 2021- MAY 2021)

Managed day-to-day operations of the company. Assisted in coordinating and organizing the HR policies and procedure. Organized the recruitment and orientation of new candidates.

MARKETING INTERN, BRIGHT2BE (FEBURARY 2021)

Worked on implementation of new marketing strategies. Pro- actively participated in weekly team meetings and contributed to brainstorming and idea generation.

INDEPENDENT RESEARCH STUDY, ABS (APRIL 2020- JUNE 2020)

Conducted research on the topic Migration and Urban Development in India, which aimed to analyze the impact of migration on urbanization and vice versa in two cities of India and determining the magnitude and scale by which migration affects the growth and development of these cities.

DATA MINNG PROJECT, MAIT (JAN 2019- MARCH 2019)

Made a project on the topic Computerized mining of user’s opinion for analyzing product’s popularity which aimed at analyzing the Twitter feeds for a search word and then analyzing the sentiments of the user about the search word.

TRAINEE, BHARAT SANCHAR NIGAM LIMITED (JUNE 2018- JULY 2018)

Underwent industrial training at BSNL where I learnt the concepts of networking and transmission and MPLS-VPN and observed behind the doors working at BSNL.

TRAINEE, ISSAC IT LAB SOLUTION LLP LTD. (JAN 2017- APRIL 2017)

Studied Core Java and made desktop project of Vehicle management system in repair shop. It helped repair shops to keep a track of incoming and outgoing of all vehicles.

Leadership

COORDINATOR, CONDUIT, ABS

Worked in a team of 20 people to organize the whole event on virtual mode, managing everything from promoting the event to handling the technical errors during the day of event.

EVENT ORGANIZER, SILENZIOSO DANZA, MAIT

Organized an event in the college festival with my peers, managing everything from sponsors a months before the event to handling the huge crowd on the event day.

CORE TEAM MEMBER, DASTAAN, MAIT

Worked as a Coordinator with a group of 15 members to organize the farewell for seniors.