

DEEPAK SHINDE

Project Coordinator

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SUMMARY

- Develop and maintain comprehensive program plans and schedules for a portfolio of cross-functional software and digital transformation projects.
- Prepare minutes of meeting (MOM) for required meetings and send updates to senior management.
- Understand project scopes and create detailed project plans to track progress and objectives.
- Manage internal stakeholders to ensure timely and high-quality delivery of digital solutions.
- Participate in Scrum ceremonies: Sprint Planning, Daily Standups, Sprint Reviews, and Sprint Retrospectives.
- Regularly report the status of all programs, including progress vs. plan, risks, and issues to internal business stakeholders, as per communication plans.
- Recommend risk remediation strategies and escalate delays or budget overruns with corrective action plans.
- Maintain relationships and communication with key stakeholders, managing customer expectations throughout the project lifecycle.
- Oversee agile development processes to deliver incremental business value.
- Track and report key project metrics related to budget, timeline, resourcing, risks, and issues.

EXPERIENCE

Project Coordinator

AddIT Solutions

11/2023 - Present Hyderabad

Project Coordinator in SDLC and PMO Projects

EDUCATION

Post Graduation Diploma in Management

Aurora's Business school Hyderabad

2022 - 2024

B.com Computer Application

Aurora's Degree and PG College Hyderabad

2019 - 2022

SKILLS

Jira Confluence MS Office MS Project

Azure Devops

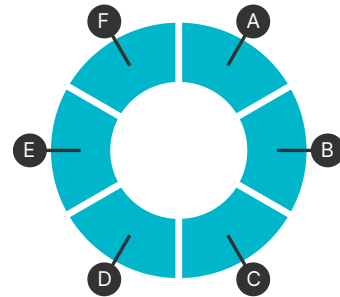
KEY ACHIEVEMENTS



Best Performer of the Quarter for my Project Deliverables

I was the only one who achieved this milestone among my peers.

MY TIME



- A Project Tracking
- B Project Planning
- C MOM
- D Change Management
- E Scrum Events
- F Reporting

PROJECTS

Project 1

Client Acquisition Page

Project 2

Inventory Tracking Tool

Technology Stack

- php,Vue JS,My SQL, PowerBI