

# GEETA YADAV



## CONTACT

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- [hellogeetayadav@gmail.com](mailto:hellogeetayadav@gmail.com)
- 91+ 8448100369
- Noida, India 201301

## EDUCATION

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03/2019

B.Tech - CSE

Sharda University  
Noida

## LANGUAGES

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English, Hindi: First Language

## LINKEDIN

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- [linkedin.com/in/hellogeeta](https://www.linkedin.com/in/hellogeeta)

## CERTIFICATIONS

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- Certified Scrum Master, Scrum Alliance - 2022

## PROFESSIONAL SUMMARY

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Experienced Project Manager skilled in team leadership, resource coordination, and schedule management. Exceptional problem-solving abilities and decisive supervision to keep projects on track. A persuasive communicator and negotiator with proficiency in collaborating with internal team members, vendors, and stakeholders.

## SKILLS

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- Vendor Selection
- Performance Monitoring
- Project Management
- Agile & Waterfall Methodologies
- Stakeholder Relations
- Documentation and Reporting
- Conflict Resolution
- Microsoft Office
- Technical Presentations
- Customer Relationship Management
- Requirements Writing
- Work Planning and Prioritization

## EXPERIENCE

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Project Lead  
Hexaview Technologies Inc. | Noida, India

- 07/2022 - Current
  - Following Agile methodologies for project deliveries.
  - Communicating with stakeholders regarding project needs and goals.
  - Contributing to the planning, development, and delivery of projects.
  - Supporting the coordination and management of projects.

- Project research and development.
- Keeping track of and reporting on project progress.
- Completing any tasks assigned by the Project Manager/Senior Project Manager in an efficient and timely manner.
- Updated project plans based on changing objectives, specifications and staff availability.
- Assembled project teams and assigned individual responsibilities to facilitate on-time completion of planned tasks.

Project Handled:

Investment Mobile App [iOS & Android] | Dec 2022 - Present

Crypto Wallet Development [Blockchain] | Dec 2022 - Apr 2023

Reconciliation System Web App | Nov 2022 - Mar 2023

OMS Mobile App Development [iOS & Android] | Aug 2022 - Dec 2022

Company Website Development | Jul 2022 - Present

Engineer Trainee - Project Management  
Motherson Technology Services | Noida, India

- 03/2021 - 07/2022*
- Prepare and present detailed status, risk and resource reports to management
  - Established and updated project plans and clearly communicated objectives to stakeholders and the management team
  - Communicated between customers and internal members regarding project details, including budget, estimates, and timeline
  - Addressed and resolved concerns raised by clients, minimizing hurdles and setbacks
  - Instituted use of Smartsheet to streamline the process of tracking timeline, progress, tasks, and costs, greatly improving project estimate accuracy
  - Successfully manage more than 3 projects simultaneously
  - Report issues and potential project delays to upper management immediately
  - Identified and closed communication gaps to complete the project

Projects Handled:

On-premises to Cloud Migrations - O365 | Mar 2021 - Apr 2022

Endpoint Vulnerability Management | Aug 2021 - Dec 2021

PAM Thycotic Implementation | Nov 2022 - Jun 2022

Research Analyst  
iSource | Noida, India

- 01/2021 - 03/2021*
- Conducted market research to gain insights into the IT needs of various corporations.
  - Managed client relationships and provided support for their IT needs.

Management Trainee  
Talent Toppers | Noida, India

- 02/2019 - 04/2019*
- Gained understanding of industry processes by providing administrative support
  - Conducted screening interviews to source and qualify job candidates
  - Leveraged professional network connections to provide diverse applicant sources
  - Successfully filled open positions with well-qualified candidates
  - Reviewed referral candidates and proactively contacted qualified individuals for applications

## ACCOMPLISHMENTS

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- Received the Rising Star 2021 award for outstanding performance and team contributions.
- Recognized as the employee of the month for three times within a period of five months.
- Consistently maintained high customer satisfaction ratings.

## TRAININGS & COURSES

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- Business Analysis | COEPD | April 2023
- DevOps Foundation | AP2V | March 2021
- Web Designing | Aprton | December 2019