

Geeta Yadav

Certified Scrum Master Professional

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PROFESSIONAL EXPERIENCE

Project Lead

[Hexaview Technologies Inc.](#) 📅 07/2022 - Present 📍 Noida, India
<https://hexaviewtech.com>

Hexaview has been providing feature-rich financial software solutions and products to clients, including leading banks and financial services institutions. Our solutions are developed by implementing a comprehensive product development strategy based on the latest transformation in the financial sector (AI, ML, Big Data, Blockchain).

• **Roles and Responsibilities:**

- Collaborating with the client to define the project scope, goals, and requirements for the mobile application.
- Working with designers, developers, and other stakeholders to create project plans, timelines, and budgets that will ensure the mobile application is completed on time and within budget.
- Assigning tasks to team members, monitoring progress, and providing feedback to ensure quality work.
- Conducting regular project status meetings with the client and other stakeholders to keep them informed about progress and issues.
- Identifying and mitigating project risks, and ensuring that the mobile application is developed with a high degree of quality and user satisfaction.
- Ensuring that all project deliverables meet the client's established standards and requirements.
- Communicating project status and progress to senior management and stakeholders.
- Managing the project budget and ensuring that expenses are tracked and managed effectively.
- Conducting post-project reviews to evaluate project success and identify areas for improvement.

Engineer Trainee - Project Management

[Motherson Technology Services](#) 📅 03/2021 - 07/2022 📍 Noida, India

Motherson Technology Services is a leading engineering services and solutions provider with a global presence across multiple industries, including automotive, aerospace, and industrial automation. With a focus on innovation, digital transformation, and engineering excellence, Motherson Technology Services delivers end-to-end solutions in product design, development, and testing, as well as digital engineering services such as data analytics, AI, and IoT.

• **Roles and Responsibilities:**

- Led the implementation of O365 across the organization and group companies, managing a cross-functional team of IT professionals and ensuring the project was delivered on time and within budget.
- Oversaw the implementation of Privileged Access Management (PAM) solutions, including planning, testing, and deployment, to ensure secure management of privileged accounts across the IT environment.
- Developed and executed vulnerability management strategies, working with security teams and IT professionals to identify, prioritize, and remediate vulnerabilities in a timely and effective manner.
- Conducted regular risk assessments and security audits to identify gaps in security controls and develop plans to address them.
- Managed vendor relationships and negotiations to ensure the organization received the best value for IT infrastructure investments.
- Collaborated with cross-functional teams to develop and execute disaster recovery and business continuity plans, ensuring the organization could quickly recover from IT disruptions and continue to operate effectively.
- Monitored and reported on project status and progress to senior management and stakeholders, ensuring transparency and timely communication throughout the project lifecycle

EDUCATION

Bachelors of Technology | Computer Science

[Sharda University](#) 📅 2015 - 2019 📍 Noida, India

SUMMARY

Experienced IT Project Manager with a proven track record leading product development and IT infrastructure projects for 2.4+ years. Currently working as Project Lead at Hexaview Technologies INC. Skilled in client management, project planning, coordination, reporting, and project management software. Passionate about learning and keeping up-to-date with the latest technologies to drive successful project outcomes.

TECHNICAL SKILLS

[Product Development](#) [Project Management](#)

[Smartsheet](#) [Staff & Client Training](#)

[Project Planning](#) [Stakeholder Management](#)

[JIRA](#) [Software Development](#) [Agile](#)

[Waterfall](#) [Process Improvement](#) [Scrum](#)

PROJECTS

Company Website Development

📅 07/2022 - Present

OMS Mobile Application

📅 08/2022 - 12/2022

Reconciliation System Web App

📅 12/2022 - Present

Crypto Wallet

📅 01/2023 - 03/2023

Investment Mobile App

📅 12/2022 - Present

On-premises to Cloud Migrations - O365

📅 03/2021 - 07/2022

Endpoint Vulnerability Management

📅 09/2021 - 03/2022

Intune Implementation

📅 06/2021 - 12/2021

PAM Implementation

📅 11/2021 - 07/2022