

# KAJAL

## PROJECT MANAGEMENT OFFICER

### CONTACT

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- Bacheli, Chhattisgarh

### SKILLS

- Tools**  
Microsoft Excel, Microsoft Powerpoint, Microsoft Word, VS Code, Dev C++, Example Author, Express 3.0
- Soft Skills**  
Communication, Team management, Problem Solving, Leadership
- Project Management**  
Project Plans, Project Delivery, Resource Management, Cost management
- Industry knowledge**  
Entrepreneurship, Marketing, Event management
- Language**  
C Programming, SQL

### CERTIFICATIONS

- Duck Creek Policy Configurator Certification (Mastery)
- Microsoft Certified: Azure Fundamentals (AZ-900)
- Vocational Trainee from NMDC Limited
- Research Analyst from Miitti

### EDUCATION

- Bachelor of Technology**

Shri Shankaracharya Group of Institutions, Bilai, Chhattisgarh

2018-2022 | Information Technology

- Senior Secondary Education**

Vikas Vidyaniketan, Visakhapatnam, Andhra Pradesh

2018 | Science

- Higher secondary education**

Kendriya Vidyalaya | Bacheli, Chhattisgarh

2016

### SUMMARY

As a project management officer i've developed strong organizational and communication skills, as well as a deep understanding of project management methodologies and tools. I've led cross functional teams to deliver complex software projects and committed to ensure that projects are completed to highest standards of quality and excellence.

### WORK EXPERIENCE

- Hexaware Technologies**

**Project Management Officer** Mar 2022 - May 2023

- Managed project documentation, project plans, forecasts and reports.
- Responsible for managing project resources, and ensured that they are accurately billed. Created invoices based on billable hours, rates and all project related expenses agreed upon in the project contract.
- Facilitated communication between project stakeholders, including clients, contractors and team members.

- Associate Software Engineer**

- Created and modified policies in Travelers and Home Owners Line of businesses.
- Learnt the ropes of the company's development practices, software architecture and technologies.

- Unschool**

**Campaign Leader** Oct 2020 - Feb 2021

Successfully led a wider team. Planned and hosted meetings, induction and training programs. Led in Social Outreach Program for recruitment of new interns and hiring process.

- Regional Head**

Profitably managed the interns which were allotted to me . Guided and motivated them to reach their target .

- Sales and Marketing Intern**

Industriously promoted Unschool and marketed it's courses using all the resources available to me through online and generated revenue for the company .

- Artshala**

**Event Manager** Sep 2020 - Nov 2020

Successfully led a team as a captain and conducted an international event of art competition named Art Attack where artists across the globe participated. Worked actively in handling creatives, marketing, advertisements, query and designed website. www.artshala.org

### PROJECTS

- Google Chrome Dino Game**

- Developed in python programming language.
- It the free offline/online game which you can see in your chrome browser when there is no internet available.

### REFERENCES

**Baldeep Singh Chowdary**  
(Assistant Vice President, Hexaware Technologies)  
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