

Shweta Gupta

I am a dynamic Assistant Project Manager with a strong track record of success in overseeing Azure projects and cultivating productive partner relationships for Microsoft. Seeking to leverage my expertise and drive for excellence to contribute significantly to propel organizational growth.



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Greater Noida, U.P., India

TECHNOLOGIES

- Cloud Computing
- IAAS, PAAS, SAAS
- Public Cloud and Private Cloud
- Stakeholder Management
- Agile Methodology
- Cloud Infra Monitoring
- Kanban
- Power BI

SOFTWARE SKILLS

- Word
- Excel
- Power Point

LANGUAGES

- English
- Hindi

SOFT SKILLS

- IT Project Management
- Leadership
- Problem solver
- Communication
- Multi-tasking
- Project planning
- Time management

HOBBIES

- Painting
- Dancing
- Cooking

WORK EXPERIENCE

Assistant Project Manager

UnifyCloud LLC

11/2020 - Present

Noida

- Overseeing end-to-end project management across EMEA region, ensuring seamless execution and successful outcomes.
- Skillfully handling client-based reporting and maintaining clear communication channels with stakeholders to track project progress.
- Collaborating with clients and partners in MEA/EMEA for migration projects, fostering strong and productive relationships.
- Ensuring smooth adoption and deployment of Cloud services (Azure, Office 365) by working closely with clients in areas of Cost, Cybersecurity, and Compliance.
- Defining project scope, goals, and deliverables in alignment with business objectives, collaborating with senior management.
- Managing projects from procurement to commission, taking ownership of the entire project development process.
- Proactively identifying and resolving problems in collaboration with project team members, maintaining strict control over project budgets and timelines.

Assistant Accountant

Agarwal & Malhotra Chartered Accountants

07/2017 - 07/2018

Noida

EDUCATION

M.B.A.

G. L. Bajaj Institute of Technology & Management, AKTU

08/2018-09/2020

B. Com.

Swami Shraddhanand College Delhi University

07/2014-06/2017

CERTIFICATIONS AND TRAINING

- Microsoft Certified: Azure Fundamentals AZ-900
- Scrum Master Certified from Master of Project Academy
- Google Project Management from Coursera
- Agile Project Management from Coursera
- Fundamentals of Digital Marketing from Google
- Asana and Jira Project Management