

Priyanka S

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A challenging and creative career in progressive organization to use and improve my skills in planning, analyzing and project coordination with good communication skills and teamwork abilities.

SUMMARY

- Over 1.5+ years of experience in Project Management and as Application Analyst with extensive knowledge in analysis and project management.
- Analytical, highly adaptable Project coordinator facing challenges enthusiastically to achieve consistent quality results.
- Analyzed and tracked data, providing status updates and projections, prediction of potential risk and collaborated to develop actions that reduced threat to the objective.
- Work experience in a production support team to Support the Retail management system and Order Management System.
- Have a strong hold on supporting java-based web applications and enhancing the applications based on BRD.
- Knowledge in working on large number of modules in workflow management, management information system and office administration etc.
- Exceptional focus and follow-through abilities. Also, a meticulous, Innovative thinker, creative with excellent communication skills.
- Quick learner, skilled with efficient and smart coding.

Skills

- Project Management
- Trained in Core Java, SQL
- Decision making, Strategic Planning and Analysis, Leadership

TECHNICAL EXPERTISE

Operating System	Windows 2000, XP
Programming Languages	Core Java
Databases	MS SQL Server 2005 and 2008
Tools	MyEclipse 2016 IDE, HPSM, Citrix, AQT
Office	Microsoft Office(Word, Excel,Powerpoint)

WORK EXPERIENCE

Project : Tech Refresh Project
Role : Project Coordinator
Duration : Dec 2019-Till Date
Organization : Mylan Pharmaceuticals Private Ltd(TeamLease Services Limited), Bangalore

ROLES AND RESPONSIBILITIES

- Coordinated tasks, project related meetings to consistently complete the project with proper timelines.
- Addressed and resolved concerns raised by the technical team, minimizing the hurdles and setbacks.
- Assisted the Project Manager in handling multiple IT infrastructure related projects.
- Responsible for tracking of ongoing operational tasks, following up with multiple teams, getting the updates and helping the teams in completing the tasks with proper guideline.
- Responsible for preparing the Weekly status report along with maintaining the project updates in the RAID log.
- Identified and closed communication gaps to maximize productivity and maintain positive work relationships.
- Motivated teams to deliver quality outcomes on time.

Project : QVC (Retail Management)
Role : Application Analyst
Duration : May 2016 – June 2017
Organization : Cognizant Technology Solutions, Coimbatore

ROLES AND RESPONSIBILITIES

- Had quick fix and resolutions for the urgent tickets raised during production support.
- Work experience in Incident/Change/Problem management.
- Involved in debugging and providing fix for the issues occurring in testing and Production environment.
- Interacting with users to define business requirements and scope of the module/project.
- Responsible for Preparing and Presenting decks/ Monthly decks and Weekly Status Report and Monthly Status Report.
- Involved in Coordinating with other testing and development teams.

EDUCATION QUALIFICATION

Qualification	Institution	University / Board	Year of Passing	Percentage / C.G.P.A
B.E ECE	Sri Krishna College of Technology, Coimbatore	Anna University	2016	83.8%
H.S.C	Sri Sowdeswari Vidyalaya, Coimbatore	State Board	2012	92.75%
S.S.L.C	Sri Sowdeswari Vidyalaya, Coimbatore	Matriculation	2010	92.20%

PERSONAL DETAILS

Gender : Female
Date of Birth : 12/09/1994
Nationality : Indian
Marital Status : Single
Languages known : English, Hindi, Tamil, Marathi

Declaration

I hereby declare that information furnished above is true to the best of my knowledge.

Place: Bangalore
Date: 21.04.2020

Yours Faithfully,
Priyanka S