Komal Gawli

Associate Project Manager/Scrum Master

My Contact

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📍 Thane, Maharashtra

in @komalgawli

Core Knowledge & Skills

- Project Management
- Leadership
- Training & Mentoring
- Strong Presentation Skills
- Agile Mindset
- Execution/Planning

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Proficient Tools

- JIRA
- Zoho
- Confluence
- Service Now

About Me

Dedicated and detail-oriented Project Manager with 5+ years of experience in successfully managing and organizing personnel time and workload. Quick learner, with an ability to easily grasp things and put into application new ideas, concepts, methods, and technologies. Strong Skills in Time Management, Prioritizing tasks, and meeting deadlines.

Professional Experience

Coditas Solutions LLP | Associate Project Manager/Scrum Master
Nov 2021 - Present

Key responsibilities:

- Conducting all the Agile Scrum-related activities - Daily Stand-up, Sprint Retrospective, Sprint Grooming, Sprint Planning, and Sprint Demo.
- Coordinated project meeting schedules, agendas, and meeting minutes.
- Worked closely with clients to ascertain goals/objectives, obtained client approvals and sign-offs, and mitigated issues and change requests
- Monitored day-to-day activities of the development teams and communicate with stakeholders to resolve any issue in a timely fashion
- Analyzed and then effectively strategized in regard to business goals, deadlines, schedules, budgets, needed resources, and team coordination.
- Used JIRA, and MS-Excel in developing plans, assigning resources, tracking, testing, and monitoring progress.
- Consistently met deadlines with the team, achieving commendations.
- Trained and mentored new hires under **Buddy Program**
- Performed detailed assessments of risks to determine constraints and develop mitigation strategies.
- Working closely with the **Recruitment team** for the interview process, conducting and scheduling the interviews for the team. Scheduling and maintaining the interviews for the team and coordinating with the Talent Acquisition team for the same.
- Defining, documenting, and communicating roles, and responsibilities, looking after the onboarding and off-boarding of the team members.
- Report project outcomes and/or risks to the appropriate management channels as needed—escalating issues as necessary based on project work plans.

Education Background

- Mumbai University
  Masters in Information Technology
  Completed in 2019

- Mumbai University
  Bachelor of Science in Information Technology
  Completed in 2017

- Mumbai University
  HSC
  Completed in 2014

- Mumbai University
  SSC
  Completed in 2012

Certifications

- Certified Scrum Master® (CSM®) issued by Scrum Alliance

- Scrum Foundation Professional Certificate - SFPC™ issued by CertiProf

- Introduction to Project Management by SkillUp

Excis Complaince India Pvt Ltd | Transition Project Coordinator

Aug 2021 - Nov 2021

Key responsibilities:

- Global Transition Project Coordinator – Works for different clients based in various locations globally.
- Resource planning as per budget to meet the delivery timeline and handling domestic and overseas projects including project planning, forecasting & mitigating risk and issues.
- Budget Management to ensure the project meets the deliverable within the allocated budget.
- Maintaining project schedules by managing timelines and making proactive adjustments.
- Recruiting and providing Band 1, Band 2, and FTE Engineers on site for production.
- Responsible for resource allocation & establish work schedules for them.
- Handling various projects including international sites and
- coordinating with them on regular basis for smooth production activities.

Here Solutions Pvt Ltd | Spatial Data Specialist

July 2017 - Aug 2021

Key responsibilities:

- Quality – Certified SME for QA Process, thus maintaining Quality Standards for every project.
- Planning and coordinating MDI activities for the project.
- Conducting Daily Scrum meetings to remove impediments & monitor the progress.
- Lead Weekly meetings of Project Responsible (Manager & Sr Manager) to identify challenges & monitor their assignments.
- Work with proprietary HERE tools such as Atlas Bison, and Earthscape editor.
- Part-Time Trainer - Trained newly hired members for HAD project and existing members for the project change.
- Trained International Team Members throughout the process to get them Onboard for working in HAD.
- Quality Analyst – Major tasks include maintaining Quality & QA/QIL percentage throughout each quarter.
- Training Team SPOC: Prepare a plan for onboarding of new employees, including training, mentoring, and new hire documentation while working in line with the Training and Development team

Achievements

- Best Performer Award: Rewarded as the performer of the month for completion of metric with quality within 6 months of joining the organization.
- Quality Analyst: Have been promoted to Quality Controller within six months of joining.
- Scholars Squad: Have been nominated for the learning activity called Scholars Squad and won the competition.
- Spot Recognition: Won the spot recognition award twice for the team management and training of new hires. Also, for on-time delivery of the project.
- QC Qualifications: Have taken QC (Quality Controller) Qualification across the floor, which includes around 200 members.
- Sessions: Conducted Update Sessions across 25 teams solely. Sharing regular updates with the team during MDI Standups.