Rahul Maurya

Senior Project Coordinator/Scrum Master

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Education:

2016-2018	Master in IT	Mulund College of Commerce
2013-2016	Bachelor in IT	Mulund College of Commerce
2011-2013	HSC	IDUBS Jr College
2010-2011	SSC	RJ Thakur English Medium School.

Summary:

Team Player, Willingness to learn new things, Disciplined & good etiquette, Positive Thinker, worked on crucial deliverable, Eager to accept challenging tasks and caring attitude to Be Agile.

- Experienced in Managing Project, Planning, Mentoring, Generating Report, hands on experience in Excel.
- Strategies which help organization/Project's to excel and satisfy Customer Expectations.
- Values #BeBold, BeTrue, LearnFast, GiveBack and WinTogether.

Skill:

Scrum/Agile Technologies, Risk management, Time management, Project Deliveries, Project Analytical Planning, Problem Solving, Team Building, Cost management, Mentoring, Client interaction, designing effective budget, Preparing Forecast Report, Auditor.

Work Experiences:

From NOV-22 till date   **Lionbridge PVT LTD**

Scrum Master

- Facilitating backlog refinement meets.
- Solving conflicts between Scrum team and Pos
- Facilitating Scrum Ceremonies viz Sprint Planning, Daily Stand ups, Sprint Retrospective, Sprint Planning.
- Ensuring team gets required support on impediments/Blockers.
- Keeping track of priority/High severity items.

- Keeping Dashboards (Rally) clean and updated.
- Addressing Team's external dependencies in Scrum of Scrums.
- Facilitating other ceremonies like Dev team sync ups, CI & QA sync ups.
- Working closely with POs to refine the priority backlog during the course of the Sprint.

Senior Project Coordinator:

- Manage the entire life cycle of localization projects in a fast-paced environment.
- Will be responsible for all communication with different departments involved.
- Will be responsible for providing timely updates to the PM/client on deliveries and schedules.
- Monitor and control project status.
- Constantly maintain the tracking sheet for individual projects as well as the account on day-to-day basis and take relevant actions/measures in case of any delays.
- Co-ordinate with other departments (Engineering and DTP Team) to ensure smooth flow of the project.
- Payment to vendors. Continuously check finances and to ensure all the relevant vendors are paid in time.
- Ensure project documents are complete, up to date and stored appropriately.
- Manage project finances, invoicing, and project revenue certification.
- Prepare and maintain project documentation.
- Perform quality checks at various stages of the process to ensure quality and accuracy.
- Data Analysis and Exploration - Analyzing Data helping the organization in uncovering key insights that lead to better informed and positive decision.
- Ensuring owned clients are guided and supported in finding the best approach as per their requirements.
- Creating Dashboards and Reports with data visualization Some basic competency requirements.
- Taking ownership of projects at a customer level to drive the accounts forward and proactively streamline processes
- Troubleshooting and analyzing root causes in order to initiate improvements.
- Defines, prioritizes, tracks and manages requirements and deliverables. Develops and maintains localization schedules, defines resources. Reviews progress against plans and schedules.
- Project set up as determined in Project Director guidelines including the booking of external vendors resources and issuing purchase orders
- Providing support to localization vendors for the usage of our tools and processes, and project-specific queries.
- Resolves localization-related linguistic issues found by 3rd Party vendor by working with linguists.
- Identifies and solves localization issues and performs corrective/preventative action
- Ensures project documents are complete, up to date, and stored appropriately.
- Training of new resources on processes

From Aug 2017- NOV 2022   Here Technologies PVT LTD.

Scrum Master

- Facilitating scrum ceremonies with team like Sprint Planning, Daily Scrum, Retrospective & Review meetings.
- Tracking and removing internal and external impediments for the team.
- Tracking and reporting scrum team velocity and sprint backlogs
- Preparing and charting scrum board, using JIRA to log tickets
- Handling scrum teams using agile methodologies and mitigating the problems occurring in the sprint.
- Contributed towards improving the process using agile principles and acted as the link between the scrum team and Product Owner.
- Calculated Cost Performance Index (hours planned vs. Actual), Metric Performance Index (Planned Metric vs. Actual Metric), weekly efficiency for the projects, project delivery, Resource planning &monitoring.
- Managing and mentoring the team and analyzing their performance to achieve the targets.

Trainer

- Have started as a part time trainer and eventually started full time training as I upskilled myself and fulfilled criteria to be full time trainer.
- Trained various teams across various workflows.
- Met objectives and acceptance criteria of 80% of the training.

Data Assurance Team

- Identified area for improvement & quality in associated Project and other Projects, Created and shared best Practices for same.
- Supported the supplier management team by providing Training support, Shadowing & Mentoring.
- Focused on process improvement and on-time delivery of all projects.

Quality Assurance

- Setting up Calibration and Certification processes to drive the assurance of the quality of the product.
- Problem Solving and Training on the Technical perspectives of Project Tools.
- Supporting and driving in continuous improvements within processes and quality of work.
- Initiating RCA's and analyzing the root cause with the help of 5 Why structure.

Subject matter expert (SME)

- Part of the SME pool where ground levels doubts and difficulties raised by users were reported, documented, brainstormed, and solved.

Recognition and Awards

- Awarded with Rising star for two times for two different projects.
- Received Spot recognition for proactive scrum master.
- Received Spot Recognition for most enthusiastic Trainer and mentor.
- Received Wall of the fame certificate for my management skill.

Declaration:

I declare that the information facts stated above are true and correct to the best of my knowledge and belief.

Rahul Maurya