GLADSON NOEL DEVAPRASAD J.P

Phone:
(+91) 9884586802
Email:
gladsonnoeli5@gmail.com

Summary

Engineering graduate with the ability to review plans, write reports, research solutions and implement company procedures in Project Management & HRM. Willingness to learn, ability to work co-operatively within team environments. Computer competencies include various front end technologies and MS Office applications. Strong written and verbal communication and interpersonal skills. Easily adapt to changing priorities with focus and diligence.

Project Summary & Skill Highlights

- Currently working in agile based Programs to build Projects as per the client's requirement.
- Well-versed in preparing artifacts like Project Vision and Scope, Project Management Plan, Project Charter, also have expertise's in creating Business Requirement Document (BRD), Functional Specification Document (FSD) and System Requirement Specification (SRS) by communicating with business owners and subject matter experts (SMEs).
- Identified GAPs in process flow and documented the changes required.
- Vast experience of holding the sessions of JAD (Joint Application Development), JRP (Joint Requirement Planning) and GAP analysis.
- Facilitated major scrum events (Daily Scrum, Planning, Review and Retrospection) for multiple Projects.
- Overall **7+ years of experience in the IT related industry** with an expertise in **HRM, Business Development, technical and Non-technical Recruitment including US Recruitment**
- Ability to draw up work schedules and delegate task efficiently. Experience in handling, **Project Management**, **Budget Management**, **Negotiation skills**, **people management** skills, **Time management** skills, **Account Management** skills, **Analytical** skills, **Presentation** skills, **Content Management** and **Writing** skills, **Strong collaboration & Leadership** skills.
- Assisted the QA team to design **Test plans and Test Cases** for Functional Testing, Perfomance Testing, API Testing and User Acceptance Testing in manual testing environment.

Technical Skills

Business/Project Management Skills	Project Planning, Project Scheduling, Cost and Time estimation, Quality Assurance, Impact Analysis, Change Management, Resource and Risk MAnagement
Cloud Platform	AWS
Project Management Tools	Trello, MS Office Suite, Confluence, Taskresults & Asana
SDLC Methodologies	Agile-Scrum, Waterfall, Waterfall-Scrum hybrid and V-Model
Requirement Management	MS Office, Jira
Databases	MYSQL, MangoDB
Defect Tracking / Testing Tools	Jira & Git.

Experience

Project Manager – IT (VOX Global Tech LLC): Dec 2020 – July 2024

- Facilitates client meetings and PI Planning to gather and document requirements and investigate viable solutions.
- Collaboration with the team to satisfy business requirements, prototypes, and workflow analysis.
- Creating interactive and visually appealing dashboards and reports using Power BI.
- Collaborated with multiple teams in Sprint Planning sessions – Portfolio, Risk and Product to prioritize use cases/ features for release.
- Created wireframes and mock-up screens utilizing Figma and got them validated by stakeholders.
- Collaborates with stakeholders and reports to them on a regular basis.
- Ensures projects remain on schedule and in scope.
- Creates, manages and distributes project communications.
- Lead team through execution of project.
- Assist in business development, such as proposals, RFPs and estimates.
- Monitors and reports on project's progress and performance.
- Plan, schedule and track projects and staffing.
- Develop project controls and risk management procedures.
- Responsible for training, managing and motivating team members.
- Resolves technical and operational issues.
- Develop and implement HR strategies and initiatives that are aligned with the overall business strategies.
- Responsible for managing multiple projects along with implementing recruiting systems and providing leads.
- Knowledge on performance management, employee relations and payroll systems.
- Defined responsibilities and roles of team members.
- Monitored progress and examined database.
- Created test cases for projects as well as involved in UAT.
- Collaborated with the stakeholders to ensure the requirements were satisfied and provide feedback to the team on the change implementations.

Project Objective	Domain	Environment
Worked on two seperate project to develop a comprehensive and user-friendly website that ensures full compliance with the General Data Protection Regulation (GDPR) and ISO standards. The website serve as a central hub for managing data protection and information security, providing users with clear information on compliance practices, and implementing robust security measures to protect user data.	Compliance	Agile-Scrum
The Scope of this project is to develop an engaging and educational website, aimed at providing children with a fun and interactive learning experience, which mainly focus on Exam. The website will offer a variety of educational resources, activities, and tools designed to enhance children's learning and development in a safe and user-friendly environment.	Education	Agile-Scrum
The objective of this project is to develop a comprehensive and user-friendly CRM website, aimed at enhancing customer relationship management and streamlining project workflows. The website will serve as a central hub for managing customer interactions, tracking project progress, and improving overall efficiency.	CRM	Agile-Scrum
The project's goal is to create a comprehensive and user-friendly Dairy Mart application aimed at streamlining the operations of dairy businesses and enhancing customer experience. The application will provide features for managing inventory, tracking sales, and facilitating customer orders, ensuring efficient and effective business operations.	E-Commerce	Waterfall

HR Cum Project Coordinator (Ithots): Sep 2019 - Dec 2020

- Designing and implementing recruiting systems and providing leads for the organization.
- Developing own network of suitable clients and candidates.
- Handling of administration and record-keeping.
- Working with organizations to develop a recruitment plan.
- Executing recruitment plans efficiently.
- Responsible for handling IT requirements from US based clients, As well as IT and NON-IT requirements for Domestic clients.
- Responsible for Strategy Development process which includes understanding client requirements.
- Experience in 1099, W2, C2C

HR - Executive (Suga Consulting Services): Feb 2017 - Jul 2019

- Developed targeted strategies to locate and onboard specific candidate types, meeting short and long-term business objectives.
- Sourcing the profile from various Job Portals (Times, Naukri, Shine, Linkedin).
- Followed up with notable applicants sourced via portals, pipelines, events and job fairs.
- Maintained relationships with clients as well as technical professionals to gain industry knowledge and obtain referrals.
- Researched and communicated with community services, colleges and internet sites.
- Analyzed client needs by preparing and studying job description, qualifications and the skills required.
- Analyzed applicant qualifications by pre-screening, observing responses, checking and comparing qualifications with job requirements.
- Assisted in processing applicant testing, background checks, skill set checks and reference checks.

Education

Bachelor of Engineering: **ELECTRONICS AND COMMUNICATION ENGINEERING** Jul 2011- Aug 2015
SRM UNIVERSITY, Chennai.

Certificate of Higher Education: **Matriculation And Higher Secondary** May 2009 - Apr 2011
Don Bosco, Chennai.