

KHUSHALI BANSAL

Ph.: +91 8005525480

suntaranssaloni@gmail.com



CAREER OBJECTIVE

To make a successful career as a Technocrat in the field of Engineering and settle as a Professional with ability, sincerity, dedication, self-confidence and taking more challenging assignments as weapons in this fast growing spectrum of technology.

PROFESSIONAL SUMMARY

- Strong program/project management skills with experience in delivering projects that have led to sustainable change and business benefit
- Experience supporting overall program/project management performance goals (measures & metrics) to ensure transparency, predictability, and value realization
- Experience in identifying & managing program/project risks, issues and support change management
- Effective written and verbal communication
- Proficient in Excel, MS PowerPoint, MS Project, MS Visio and similar tools
- Experience in Data Visualization Tools
- Understanding of various methodologies such as agile, waterfall and lean principles
- Experience in generating data-driven reports of status, financials, and issues/risks
- Ability to engage in problem solving with a clear line of sight to implementation activities
- Experience in creating process documents and automating operations for current work streams
- Ability to collaborate with cross-functional and multi-cultural teams.
- Experience in benefits management by performing cost-benefit analysis.
- Good presentation skills to support meetings and presentations
- Good exposure to progress reporting and tracking complex activities
- Tracking and managing Project milestones and deliverables
- Driving access to customer environment and arrange the resources accordingly
- Coordinate with the stakeholders for both internal and external reporting
- Proven ability to create clear, detailed, concise documentation - Business Requirement, stories, status reports, roadmaps, charts, etc. (please include samples)
- Proficient in tools such as MS Project, as well as MS Excel, Visio, PowerPoint and Word
- Gather, understand and define business requirements, reengineer and map them to technology features; configure, customize, deploy, document and support the firm's technology platform
- Performing GAP analysis on standard product and required customization
- Working knowledge of CRM tools
- Expertise regarding data models, database design development, data mining and segmentation techniques
- Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel)
- Strong ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Looks after Inventory /Assets
- Report Generation and Analysis
- Handle Tickets, Chats and Emails for external and internal customers

EXPERIENCE

- Associate Operations, Aurionpro Solution Limited, Jaipur (April 2018 to Currently working)

AREA OF EXPERTISE

- Project Management
- Business analysis
- Data Analysis
- Inventory Management/Asset Management
- Quality Management
- Operations and Logistics
- Help Desk

SOFTWARE SKILLS

- Microsoft Word, Excel, Outlook, and PowerPoint
- Microsoft Visio
- MS Project
- MS SQL

EDUCATIONAL BACKGROUND

- **MBA (Pursuing)**, Business Management , Nurse Monjee Institute of Management Studies, Mumbai
- **B. Tech**, Computer Science Engineering, Government engineering college, Ajmer

AWARDS & HONORS

- Secured Senior Under Officer's Position in NCC
- NCC 'C' and 'B' Certificate holder in Army Wing

PERSONAL DETAILS

- Date of Birth : 16/03/1996
- Languages Known : English, Hindi
- Nationality : Indian
- Present Address : Mansarovar, Jaipur 302020

DECLARATION

I hereby declare that the above-mentioned information is correct and true as per my knowledge

October, 2019

Yours faithfully,

Khushali