

Nikita Srivastava

(Certified Scrum Master)

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Certified Scrum Master with 6 years of outstanding project coordination experience. Proficient in implementing **Agile methodologies**, facilitating team collaboration, and ensuring successful project delivery. Proven ability to communicate effectively with stakeholders and drive results. Passionate about fostering innovation and continuous improvement. Ready to utilize my skills as a Certified Scrum Master to contribute to new projects and achieve remarkable outcomes.

WORK EXPERIENCE: 6 Years

- Working as a **Scrum Master** from October 2022 to January 2024 with Samyak Infotech Pvt Ltd.
- Worked as **Project Coordinator** with **GENPACT** From January 2018 to January 2022.

Project Details:

1. AI (Artificial Intelligence) Projects:

Route Optimization: Project goal is to identify the most optimized route for delivering items to our customers, effectively minimizing the distance traveled by our drivers and consequently reducing costs.

Agent selection: During the shipping process, each item is associated with various features, including dimensions, weight, source code, delivery type, airportID, and more. These attributes play a crucial role in ensuring efficient and accurate shipments.

OCR: This **NLP-based deep learning project** focuses on extracting invoice details and organizing them into a preferred framework. The process involves capturing invoice images and performing annotations to accurately extract and store the relevant information.

2. **Connect:** The Logistics Management Project is aimed at optimizing the transportation and distribution processes, ensuring efficient movement of goods, reducing costs, and enhancing overall supply chain performance.

Client Name: **Fed-Ex & MNX**

3. **Desipha-** Project is basically on Insurance background in which Bank (Westpac) provides services to their customers and provides policies as per customer demands.

Client Name: Westpac (Australia)

4. **Tamkeen-** Project is from Saudi (SIDF) its basically the application which was created from their end, and we need to work on development part.

Client Name: SIDF (Saudi Arab)

5. **Solar Nexus/Emilio-** Solar Energy Nexus Application which helps deliver solar solutions and products across India.

Client Name: Nexus Solar (India), Flutter Application

6. **Wakala-** It is an Online Wine Selling Application.

Android Application

7. **Hyperead-** Documentary Creating and Sharing application in which if people want to share their life experience with their generations, they can do by using this application.

Android Application

Role and Responsibilities:

- **Sprint Planning**
- **Capacity Planning**
- **Task Allocation**
- **Scrum Meetings, Client Meetings**
- **Grooming Sessions for Stories**
- Coordinate project management activities, resources, equipment, and information
- Break projects into doable actions and set timeframes.
- Liaise with clients to identify and define requirements, scope, and objectives.
- Assign tasks to internal teams and assist with schedule management.
- Make sure that clients' needs are met as projects evolve.
- Analyze risks and opportunities.
- Monitor project progress and handle any issues that arise.
- Act as the point of contact and communicate project status to all participants.
- Work with the Project Manager to eliminate blockers.
- Use tools to monitor working hours, plans and expenditures (GitScrum, JIRA).
- Create and maintain comprehensive project documentation, plans and reports.
- Ensure standards and requirements are met through conducting quality assurance tests.

Technical Skills

- **Project Management tools: Azure-DevOps, JIRA, Github**
- SDLC
- Agile Methodology
- MS-Office (Excel, Word)
- Draw.io
- 2 Times Lean Certified.
- Excellent oral communication skills and strong writing skills in English
- Excellent technical, analytical, decision making, problem solving, interpersonal, and communication skills.
- Strong communication skills, comfortable engaging Genpact colleagues directly (across the globe)
- Strong analytical, research and problem-solving skills, attention to details
- Excellent coaching skills and ability to drive workshops.
- Strong writing, editing and research skills; attention to detail, ability to meet deadlines. · Proficiency with Microsoft Word, PowerPoint, Excel.

Certifications

Certified By	Certification	Certified From	Status
2023	Scrum Master Certifications	Scrum Alliance	Certified

ACADEMIC SUMMARY

Year Of Passing	Class	University/Board	Score (In %)
2023	Scrum Master Certifications	Scrum Alliance	Certified
2014-16	Software Engineering Program	NIIT	Passed
2014-16	M.com	Lucknow University	53
2011-2014	B.com (Hons.)	Lucknow University	72
2011	Senior Secondary	New Era Girls Inter College, Lucknow	68
2009	Secondary	New Era Girls College, Lucknow	68

PERSONAL DETAILS

- DOB: 24 Dec 1994
- Languages Known: English, Hindi
- Gender: Female
- Marital Status: Married
- Nationality: Indian

DECLARATION

I do hereby confirm that the information furnished above is true to the best of my knowledge and belief.

Nikita Srivastava

