

# NIDHI NAGDA

900-45-76700 • nidhinagda11@gmail.com • A/303, Gokul Heights, Opp To Shantilal Modi Bungalow, Mathuradas Road, Kandivali West, Mumbai, MH 400067

## Summary

Dynamic and team-oriented IT Project Manager with 4+ years of experience in asset management, risk mitigation and project leadership. Innovative and driven with passion for delivering high-quality work. Detail-oriented and focused on maintaining organization and identifying opportunities for process improvements. Well versed in programming language like AEM, Wordpress.

## Project Management Skills

- Create realistic and achievable project plan.
- Resource allocation and prioritization of project when needed.
- Resolving/escalating issues in the scheduled TAT.
- Project Management Tools: JIRA, Proofhub, Trello, Zoho Projects
- Sprint Planning, Daily Stand-Ups, Sprint Reviews, Sprint Retrospectives, and Backlog Refinements
- Evaluating risks and developing strategies to overcome project obstacles.
- Overall project planning and tracking.
- Agile Methodologies
- SDLC Lifecycle
- Scrum

## Experience

08/2023 - Current

Senior Associate, **Sportz Interactive**

- Drafted reports summarizing progress made on projects for review by executive leadership team.
- Prepared cost estimates for projects of varying sizes.
- Identified needs and coordinated resource allocation to deliver quality standards on time and within budget.
- Monitored progress of each project to ensure timely delivery of deliverables in accordance with established quality standards.
- Participated in cross-functional teams responsible for developing innovative solutions for complex problems.
- Developed and updated project plans to document objectives, technologies, schedules, and funding.
- Submitted project deliverables to clients, consistently adhering to quality standards.
- Implemented effective communication protocols between internal teams working on different aspects of a given project.

09/2021 - 08/2023

Project Manager, **Schbang Digital Solutions Private Limited**

- Built relationships with client to quickly understand requirements and business objectives
- Orchestrated projects within strict timeframes and budget constraints by solving complex problems and working closely with senior leaders
- Identified plans and resources required to meet project goals and objectives

- Developed project management roadmap to define project objectives, timelines and milestones
- Developed project plans identifying key issues, approaches and performance metrics
- Met project deadlines without sacrificing build quality or workplace safety
- Accelerated progress by continually reviewing performance, budgets and project timelines
- Modified and directed project plans to meet organizational needs
- Managed various project teams in Agile environment, realizing success through application of SDLC methodologies and exceptional leadership skills

04/2019 - 05/2021

Junior Project Manager, **Tekno Point Multimedia India Pvt Ltd**

- Experience in delivering on complex projects together with aptitude in risk mitigation, applying project management principles
- Develop a good relationship with stakeholders, vendors, structural team and other team members
- Conduct post-project reviews and make recommendations for continuous improvement and process development
- Prepare project plans, and task management so stakeholders are informed and can act promptly to manage progress
- Capturing and reporting key project metrics on a weekly basis, such as total effort, percentage completed and schedule variances
- Resolved numerous project issues including staffing shortages, scope creep and divergent business and user needs.
- Coordinated project meetings and confirmed relevant stakeholder awareness of tasks, goals and project timelines
- Documented project progress to fulfill project requirements and establish traceability

05/2018 - 04/2019

Research Analyst, **Alfa Kpo Pvt Ltd**

- Back Office, Internet Research, Data Research, Data Mining
- Worked on MS Office, CRM - Product Magazine CRM, Salesforce
- Client Communication regarding advertisements and Email Marketing.

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## **Education And Training**

**Master Of Science**, Information Technology  
**Usha Pravin Gandhi College Of Management**, Mumbai, Maharashtra, India

**Bachelor Of Science**, Information Technology  
**Narsee Monjee College Of Commerce & Economics**, Mumbai, Maharashtra, India

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## **Languages**

- English
- Hindi
- Gujarati

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## **Certifications**

Adobe Certified Expert – Adobe Experience Manager Sites Business Practitioner

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***Accomplishments***

Won Silver at the DMA Asia echo awards for Tata Communications Website