Shubham Tiwari

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S/O Chakrapani Tiwari, Badli Katra, Girdhar Chauraha, Near Peter England Store, 231001, Mirzapur, India

About me: Passionate IT Project Manager with entry-level experience in business analytics & coordination. Problem-solver focused on customer service & product development. Skilled in the Agile Methodology development with good communication & writing skills. Motivated, eager & seeking opportunity to work & advance my career with a growth-oriented, technically-advanced organization.

● WORK EXPERIENCE

03/01/2021 – 30/06/2021 – Lucknow, India
BUSINESS DEVELOPMENT MANAGER – GRAINOES INDIA PRIVATE LIMITED

- Manage and retain relationships with existing clients & increasing client base.
- Attend & manage the leads received from various sources, i.e., from Email, Phone Calls, Social Media and Text Messages.
- Manage & Review Employees' Daily Working Task and share Daily Task to the higher supervisors.
- Write business proposals & documentations.
- Responsible for generating Proforma Invoice and Tax Invoice.
- Develop project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing using the Agile Methodology.
- Generate & develop new business with marketing initiatives and strategic plans to generate new company revenue.
- Schedule and facilitate meetings with the development team and client related to information technology projects.
- Perform research to uncover potential target areas, markets and industries.
- Work with existing customers to increase purchases of products and services.
- Draft, Negotiate, Review and Sign contracts with clients.
- Align project goals with business strategy and define project milestones.

25/11/2019 – 16/10/2020 – Lucknow, India
BUSINESS ANALYST – SINGSYS SOFTWARES PRIVATE LIMITED

- Attend the leads received from various sources, i.e., from Email, Phone Calls, Social Media and Text Messages.
- Update day to day lead/business status using the CRM (Customer Relationship Management) tool.
- Analyze, define and gather requirements from several leads or business functions and processes.
- Develop project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing using the Agile Methodology.
- Responsible for scoping official documentation 'Software Development Agreement' of functional process flow of the requirement using the Google Word tool for the clients.
- Responsible for discussing development timeline of the scope process flow with the development team and accordingly perform cost estimation by multiplying total estimated timeline with the pre-defined per week cost.
- Responsible for generating Proforma Invoice and Tax Invoice using SoEasy Accounts tool.
- Monitor or track project milestones and deliverables
- Confer with project personnel to identify and resolve problems and coordinate activities of project personnel.
- Establish, execute a project communication plan and submit project deliverables, ensuring adherence to quality standards.
- Assign duties, responsibilities, and spans of authority to project personnel using internal Project Management System (PMS) tool.
- Schedule and facilitate meetings with the development team and client related to information technology projects.
- Initiate, review, or approve modifications to project plans.
- Worked closely with software development and testing team members to design and develop robust solutions to meet client requirements for functionality, scalability and performance.

22/05/2019 – 20/11/2019 – Noida, India
TECHNICAL RECRUITER – ASCENTIQ SERVICES

- Review job descriptions to understand the needs of the Hiring Managers/Companies
- Understand technology, technical roles and technical skills.
- Sourcing and uncovering candidates.
- Screening of candidates against a technical job description.
- Conducting Interview, Meeting candidates in person, telephone, or video conference etc to assess their qualifications

- Following up candidates in the loop.
- Showing or offering candidate resume to hiring managers to scrutinize or consider.
- Referred candidate resumes to customer account managers for evaluation and submission.
- Used Boolean searches to develop applicant portfolios for expected openings.
- Maintained in-depth understanding of technical trends and hiring desires.

09/04/2018 – 17/05/2019 – Varanasi, India
TEAM LEADER-CUM-DATA ENTRY OPERATOR – EDUPLEX SOLUTIONS PVT. LTD

- Worked for project of Utkarsh Small Finance Bank in the CPC branch.
- Team Leading & Coordinating total of 43 Employees.
- Branch Coordination with liaising to the supervisor.
- Fund & Accounts Management.
- Monthly Attendance Management of the employees.
- Data Entry Operation in the Account Opening Department using Intellect's Core Banking System (CBS) software.

EDUCATION AND TRAINING

02/05/2015 – 14/06/2017 – Bhopal, India
MASTER OF COMPUTER APPLICATION – Sagar Institute of Research & Technology

Field(s) of study
- Information and Communication Technologies : *Software and applications development and analysis*

https://www.sirtbhopal.ac.in/

30/05/2020 – 31/05/2020
CERTIFICATION IN PROCESS FLOWCHARTS & PROCESS MAPPING – Udemy Online

Online Certification on the Process Flowchart & Process Mapping - The Beginner's Guide

LANGUAGE SKILLS

Mother tongue(s): HINDI

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
GERMAN	A1	A2	A1	A1	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Agile Methodology | Microsoft Office | Customer Relationship Management | Project Management | Software Documentation | Team Leadership | Workflow Analysis | Drawio | Project Management Systems | Canva | Quality Assurance | Social Media Management | Google Workspace (G Suite) | Analytical Thinking

PROJECTS

11/03/2017 – 02/05/2017
Online Shopping Web Application

- Two-month Internship for development of the Online Shopping Web Application upon Dot Net platform