



# Avinash Tripathi | Age 30

📞 7073287442

✉️ avinashtripathi40@gmail.com

Noida Sector 63, India  
<https://www.linkedin.com/in/avinash-t-43b3598b>

## SKILLS

- Project planning and development
- Team Bonding & Collaboration
- Requirement Gathering
- Task allocation and management on Tracking tools | Zoho | Proof hub | JIRA | Azure boards | Trello | Notion
- Technical Documentation
- FRD/User Story/Sprint planning
- Moodle LMS platform
- WordPress
- SDLC Methodologies
- Managed Fixed bond Project and T&M (Time & Material) business hourly basis
- Scrum Methodology- Incremental Processes
- Agile + WaterFall model used for Development
- Scrum Meetings with Development Team
- Scrum Ceremony
- Planning cycle of development

## PROFESSIONAL SUMMARY

Project Manager gifted at performance specification and reviewing designs to meet client expectations. Engaging and personable professional monitors work quality, manages key milestones and delivers exemplary customer service. Exhibits excellent technical skills in using project management methodologies, Software's, and database tools to increase productivity, quality, and throughput.

## WORK HISTORY | RESPONSIBILITIES

### JULY 2024- PRESENT

#### PROJECT MANAGER | IBA INFOTECH PVT LTD. NOIDA

- Project kick-off meeting
- Requirement Analysis from the sales team / BA
- Worked on Power BI desktop to visualize the data.
- Take the daily scrum meeting with team consist of more than 15 members.
- Prepare the KPIs of the power Bi project
- Create Solid delivery plan on the JIRA in the form of Sprint.
- Review the Dashboard of Power BI project and give demo to our clients.
- Worked with development team on different projects.
- Remove the bottlenecks and provide the solution to the team for smooth work operations.
- Prepare Week report.
- Reporting to operation head.

### JANUARY 2024-APRIL 2024

#### PROJECT MANAGER | FOREIGNERDS.INC/REMOTE STACX SOLUTION PVT LTD. NOIDA

- Project kick-off meeting
- Requirement Gathering
- Create FRD
- Prepare Proposal document
- Scrum Meeting
- Progress update
- Report to CEO

- Communication with Stakeholders a
- Gantt chart and DFDs
- Leadership
- Problem Solving
- Azure - Sprint Planning

#### Project management Tools:

- Proof hub
- Zoho
- JIRA
- Notion
- Azure devops
- Click
- Hub staff
- Hub Spot

#### CMS Platforms & Tools:

- Moodle
- WordPress
- Storyline 360
- Articulate 360

#### Additional Tools:

- Power BI desktop
- Whimsical
- Adobe

#### Soft Skills:

- Email Writing
- Communication
- Organizing Activities
- Work Ethics
- Professionalism

- Vendor Management

February 2023 – September 2023

#### **Project Manager, DX8 Technologies Pvt. Ltd., Noida, India**

- Project kick-off and Planning
- Project timeline and Scheduling
- Prepare Roadmap and Milestone
- Create Sitemap of the project
- Create Sprints and plan the same on Azure boards
- Testing the project builds / Web
- Track the progress

April 2021 – January 2023

#### **Project Manager, Techugo Pvt. Ltd., Noida, India**

- Developed and initiated projects, managed costs, and monitored performance.
- Fostered relationships with vendors to promote positive working relationships.
- Managed Number of team on multiple projects more than **20+ members** of team in different projects and handle **2 to 4 Project** in parallel, I am responsible to share progress report to our clients and conduct meetings.
- Achieved project deadlines by coordinating with management and Development team to manage performance.
- Provided accurate, detailed quantity take-offs from project drawings and technical specifications.
- Identified plans and resources required to meet project goals and objectives.
- Headed project teams specializing in design and launch activities.
- Built successful project plans covering objectives, resources and staffing to meet schedules.
- Scheduled and facilitated meetings between project stakeholders to discuss deliverables, schedules, and conflicts.
- Maintained open communication by presenting regular updates on project status to customers.
- Identified, reviewed, and applied policies and procedures.
- Drove team success through shared vision and recognition of quality performance.
- Teams performance management along with TA.
- Reporting to CTO and Delivery In charge
- Manage team evolution, performance, Hiring support, escalations to TA and Management.
- I have used ZOHO to check the team performance and project status and project delivered by team

May 2020 - April 2021

#### **Project Coordinator, Fluper Ltd, Noida, India**

- Supervised multiple projects from project start through delivery by prioritizing needs and delegating assignments.
- Tracked hours and expenses to keep project on task and within budgetary parameters.
- Coordinated presentations for customers and project members to detail project scope, progress, and results.
- Kept projects on schedule by managing deadlines and adjusting workflows.

- Provided technical direction on Real estate projects and initiatives to other engineers, designers, and technicians.
- Gathered requirements for ongoing projects and organized details for management use.

May 2018 - May 2020

**Project Coordinator cum Business Analyst, Ascomp Technologies Pvt.Ltd, New Delhi, India**

- Analyzed key aspects of business to evaluate factors driving results and summarized into presentations.
- Led cross-functional teams to analyze and understand enterprise-wide operational impacts and opportunities of technology changes.
- Improved business direction by prioritizing customers and implementing changes based on collected feedback.
- Performed competitor bench-marking analysis to identify manufacturing savings opportunities and potential product enhancements.
- Applied honed problem-solving skills to analyze and resolve issues impacting business operations and goal achievement.
- Assigned tasks to associates, staffed projects and updated involved parties to enhance optimal business flow.
- Customization analysis on the running project to avoid the blocker in running product.
- Reporting to the managers/ Sales Head.

## EDUCATION

05/2018

**B.Tech**, Computer Science

Arya Institute of Engg. And Technology, Jaipur

## PROJECT DOMAINS

- e-learning app and gaming APP
- Moodle LMS project
- e-learning educational portal
- Job Portal
- ERP based Products
- Real Estate App and website
- E-Commerce
- Health App
- Nutrition app
- Food Delivery APP
- Grocery APP
- Quartz Selling Web
- NGO APP | E-Commerce & Bidding

Few APP & Website link :

- <http://weinks.com/>
- <https://shopquartz.com/>
- My Carbs- Nutrition App
- <https://play.google.com/store/apps/details?id=com.app.mycarbss>
- <https://www.resultadr-academy.com/>

- Kirana Store App- Grocery App

## CLIENTS



Mostly clients are from overseas such as:

- Quartz Website – Florida
- E-learning websites- Netherlands
- E-commerce Website- Canada & Kuwait
- ERP Product – Uganda, Kenya, India
- E-learning and Gaming app- India
- Job Portal - Switzerland
- Real-e state App – Canada/ Oman
- Grocery App- Dubai
- Power BI projects based on USA
- Other Gulf Countries clients

## TECHNOLOGY STACK FOLLOWED

- React JS- Frontend
- Moodle LMS- Frontend
- Native & Hybrid APP - Frontend
- Node JS | Express.js- Backend
- PHP | Laravel | CodeIgniter-Backend
- Python
- Angular 9 | JavaScript- Frontend
- Tools | Zoho | Proof hub | JIRA | Notion | Trello | Clicks
- Postman | Swagger- Backend
- SQL- Backend
- Slack Channels

## INTERESTS

-  Travelling
-  Mobile Surfing

 Cricket

 Watching Web Series

Thank you for giving attention to my profile!

