

## **Anurag Pateriya**

Sanjeev Nagar Karond by pass road Bhopal- 462038 (M.P)

**Mobile – 9981197111, 8770792822, Email- anurag.pateriya4@gmail.com**

### **Summary:**

Highly energetic Project Co-ordinator who consistently achieve targets and objectives proposed by the management. Exceptional interpersonal communication and leadership skills.

Expert in managing tasks involved in a project and have the ability to run project meeting's and motivate team members. I carry organizational skills to provide the project team with materials and support to perform the steps in completing the project within a budget.

### **Highlights:**

- Knowledge of the Software Industry
- Clear and articulate communicator
- Project management
- Resourceful
- Basic knowledge of Java, Manual Testing, Knowledge of Project management tools like You track, Orange Scrum.

### **EXPERIENCE –**

#### **Process Coordinator**

**Feb 2020 - Present**

**Java R&D**

**Mansarovar Complex, Bhopal, (M.P)**

### **High Level Overview:**

- Create and maintain comprehensive project documentation, plans and reports.
- Break projects into doable actions and set time-frames.
- Liaise with clients to identify and define requirements, scope and objectives.
- Assign tasks to internal teams and assist with schedule management.
- Conduct regular meetings, facilitated communications, ensured coordination, and cooperation among team members

- Planned and facilitated project review meetings to expedite requirements and resolution of project issues.
- Established customer expectations of project scope, deliverables, procedures for project communications and dissemination of information for team members.
- Guided the team on resource requirements, methodologies, tasks, dependencies, deliverable's, risks, and other issues through the life of the project..

#### **Other Responsibilities:**

- Assist the Project manager in supervising the work of team members and tracking overall work progress.
- Defined clear targets and objectives and communicated them to other team members.
- Monitored timelines and flagged potential issues to be addressed.
- Assessed vendor products and maintained positive vendor relations.
- Conducted and documented weekly status review for upper management.

#### **OSMO IT Solution Pvt. Ltd.**

**Feb 2018 – Nov 2019**

**Mansarovar Complex, Bhopal, (M.P)**

#### **High Level Overview:**

- Create and maintain comprehensive project documentation, plans and reports.
- 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.
- Conduct regular meetings, facilitated communications, ensured coordination, and cooperation among team members
- Planned and facilitated project review meetings to expedite requirements and resolution of project issues.
- Established customer expectations of project scope, deliverables, procedures for project Communications and dissemination of information for team members.
- Guided the team on resource requirements, methodologies, tasks, dependencies,

deliverable, risks, and other issues through the life of the project.

- Handling a team of 10 members in order to coordinate and complete the project on timely basis.

**In Manual testing my responsibilities are-**

- Analyzing the Requirements from the client.
- Participating in preparing Test Plans and Test Scenarios.
- Preparing Test Cases for module, integration and system testing.
- Preparing Test Environment to execute the test cases.
- Analyzing the Test Cases prepared by other team members.
- Executing the Test Cases and Defect Tracking.
- Giving mandatory information of a defect to developers in order to fix it.
- Preparing Summary Reports.
- Preparing Lesson Learnt documents from the previous project testing experience.
- Preparing Suggestion Documents to improve the quality of the application.
- Communication with the Test Lead / Test Manager.
- Conducting Review Meetings within the Team.
- Handled the team and guide them in order to perform testing of the new and existing software's.

**Other Responsibilities:**

- Assist the Project manager in supervising the work of team members and tracking overall work progress.
- Defined clear targets and objectives and communicated them to other team members.
- Monitored timelines and flagged potential issues to be addressed.
- Assessed vendor products and maintained positive vendor relations.
- Conducted and documented weekly status review for upper management.

**Skills and Abilities :**

- Effective time management.
- Multi-tasking.
- Pro-active.
- Organizing skills.
- Effective teamwork.
- Process oriented.
- Ability to communicate effectively, including writing skills.
- Initiative, ability to manage own time.

**Education:****IES College of Technology and Management**

Bachelor Of Engineering

2010-2014 (Percentage-64.5%) Bhopal, Madhya Pradesh.

**Subhash higher Secondary Excellence School**

12th standard

2009-2010 (Percentage-65.4%) Bhopal ,Madhya Pradesh.

**Subhash higher Secondary Excellence School**

10th standard

2007-2008 (Percentage-80.2%) Bhopal ,Madhya Pradesh.

## ACADEMIC PROJECTS -

<b>Major Project</b>	:	Electronic Helmet
<b>Description</b>	:	Electronic Helmet is an advanced helmet due to which the Bike does not start if we did not wear a helmet because in helmet transmitter is fitted and in bike, receiver is Connected through the ignition.
<b>Minor Project</b>	:	Laser Communication
<b>Description</b>	:	Laser communication systems are wireless connections through the atmosphere. They work similarly to fibre optic links, except the beam is transmitted through free Space. This technology is mostly used in military stations, Institutions etc.

## ACADEMIC TRAININGS -

<b>Major Training</b>	:	PLC AND SCADA from Sofcon institute, Bhopal
<b>Minor Training</b>	:	Minor training from BSNL, Bhopal

## Hobbies and Interest:

- Singing.
- Driving.
- Cricket.
- Parasailing.
- River rafting.

**Anurag Pateriya**