

## Mary Archna Kujur

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### CAREER OBJECTIVE

To be a part of the esteemed organization wherein I can ensure the productive of business by using my experience. To implement new strategies and excel in all the processes my team delivers and develops my career along with contributing my best to that organization.

### HIGHLIGHTS OF EXPERTISES

Overall **7 Years** of experience in Project Co-ordination, Project Management (PMO), Reporting and Operational activities with expertise in following skills:

- MS Office (Word, PowerPoint, Excel)
- Project Management tool – Bearing and Clarity
- Document Management tool – Content
- Project Co-ordinator
- Project Management Office
- Reporting
- Administrative/Operational activities
- Recruitment activities

### WORK EXPERIENCES

**July 2009 to till date**

**Analyst -II at Here Solutions India Pvt. Ltd., Mumbai**

**Role : Project Production Co-ordinator**

#### **Job Responsibility:**

1. Prepare, plan and implement project plans according to instruction provided
2. Provide all project members with deadline information and ensure that projects are completed within allocated deadlines
3. Assist the project manager in resource on/off-boarding on project
4. Preparation of weekly project scorecards & conducting weekly scorecard reviews with Production managers, Project Leaders. Analyzed and monitored the project reports to sort out issues in documentation section
5. Create dashboards with the view of providing project oversight. Assist in developing project metrics and reporting processes
6. Analyzing health of the project on the basis of KPIs reports (Quality, Cost, Delivery & speed) and highlight the issue to the manager
7. Track the progress and quality of work being performed on each project module and prepare coinciding status reports
8. Budgeting and Forecasting for the project demands
9. Coordinate meeting agendas with Client's, Regional Managers and other Team Leads and prepare materials for project meetings and circulate meeting minutes
10. Co-ordinate with on-shore team. Act as a communication link between departments
11. Maintain MIS data, Import and export large volume of data to database tables as required.
12. Co-ordinate with OPC (Vendor) & assist manager to achieve the goal for OPC and target
13. Maintain project related documents are in place and does audit to ensure compliance on document management level
14. Support on team requirement activities for the project

15. Fosters positive relationships between team members to ensure in creating healthy environment among project team
16. Active Participation in various Cultural Activities held at organizational level and team bonding activities.

**August 2008 to June 2009**

**Associate Executive at Genesys International Corp. Ltd., Mumbai**

**Role : Project Management Officer (PMO) in Map Development Unit.**

**Job Responsibility:**

1. Work on the Assignment/Project and ensuring deliverables on time
2. Assigning work allocation
3. Co-Ordination with project team and client
4. Utilities testing and providing feedback to the Process & Application Development
5. Preparation of daily manpower utilization report
6. Schedule the project training
7. Preparing different productivity report, dashboard for management review
8. Quality assurance and Shipment of final output.
9. Scheduling meeting between client and Management team

**ACADEMIC PROFILE**

Course / Qualification	Year of passing	Board/ Institute
Bachelor of science (B.Sc.)	2005	Kalyan College- Bhilai Durg CG
Post-graduation M.Sc. (biotech)	2007	Barkatullah university – Bhopal

**TRAINING AND OTHER INITIATIVES**

- Received training for **KAIZEN**,
- RCA, Pareto Analysis Chart.
- Received **TRAIN THE TRAINER** to train different teams.
- Lean Six Sigma
- Excel and Power Point
- Business Communication

**PERSONAL DETAILS**

Date of Birth: 5<sup>th</sup> Feb 1984.

Nationality: Indian

Marital Status: Married

Place: Mumbai

Date:

**(Mary Archana Kujur)**