

# Chitta Ranjan Sundaray

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## | IT Project Analyst | CSM



### Key Skills

Stakeholder Management

Strategic Planning

IT Infrastructure Management

Cross-functional Coordination

Hardware management

Windows/ Networking

Training and Knowledge sharing

Team Building and Leadership



### Soft Skills



Troubleshooter



Collaborator



Attention to  
Detail



Team Player



Problem Solver



Planner



### Education

2017: Bachelor of Arts from Utkal University, Odisha, India.



### Profile Summary

- ☞ Performance-driven professional with 6+ years of experience in software development and client and stakeholder Engagement.
- ☞ Strong in design and integration with intuitive problem-solving skills.
- ☞ Forward-focused Project Analyst with exposure in swiftly completing projects with competent cross-functional skills and ensuring on-time deliverables within pre-set cost parameters; with proficiency in Agile.
- ☞ Planned, organized, and controlled daily IT operations along with implementing, operating & leading technology solutions in a complex environment
- ☞ Ability to translate business requirements into technical solutions, partnering closely with business leaders & stakeholders to achieve higher levels of efficiency & effectiveness
- ☞ Team Player working in a cross-cultural environment towards growth and success in the organization.



### Certifications

- ☞ Data Science
- ☞ CSM (Certificate Scrum Master) License no. 001468856



### Training

- ☞ Amazon Web Service
- ☞ ASP.NET
- ☞ Scrum Master



### Technical Skills

- ☞ Python
- ☞ Project Management
- ☞ Agile Methodology
- ☞ JIRA Tools

## Current Employment Details

From Feb 2021 to till date with Absec Lab Pvt Ltd, India; presently designated as Project Analyst



### Current Project:

**Project/Domain: Waste Management System**  
**Client: (Gov. of Odisha - BMC)**  
**Duration: Apr 2023**  
**Status: Ongoing**  
**Team Size: 18 to 23 Team Members**

Wealth Management System was an innovative project initiated by BMC to recycle the waste products generated from the household on a daily basis. In this project, the garbage is collected from door to door and is processed in the Micro composting center. It was a troublesome job to manage it manually.



### Current Project:

**Project/Domain: Human Resource Management System**  
**Client: (PAPL - Associate)**  
**Duration: October 2023**  
**Status: Ongoing**  
**Team Size: 8 to 13 Team Members**

In this system with its specified "Room assigned for payroll employees," module is a compressive solution designed to address the housing needs of employees working in proximity to plant facilities. This module aims to streamline the process of assigning suitable accommodation to plant-side employees, ensuring their comfort, convenience and operational efficiency.

### Roles & Responsibility:



- ☑ Instituting & executing high-level IT operational strategies, making high-stake decisions, and overcoming complex business challenges using experience-backed judgment, strong work ethics, and irreproachable integrity.
- ☑ Developing project baselines and controlling the same concerning cost, resource deployment, time overruns, and quality compliance to ensure satisfactory execution of projects.
- ☑ Strong understanding of complete SDLC and experience in Agile methodologies to enable the successful execution of complex projects with iterative development and adaptive with continual planning.

#### Collaborating with:

- Clients & stakeholders while keeping them informed of progress and issues to manage expectations on all requirements and deliverables.
- ☑ - Senior leadership to rapidly develop multi-prong implementation project plans.
- ☑ Creating & sustaining a dynamic environment that fosters development opportunities and motivates high performance among the team members.
- ☑ Ensure management of SLA (Service Level Agreements) for respective services across regions Ensure that the issues and risk logs are updated regularly.
- ☑ Review and implement the mitigation or risk response plan as defined.
- ☑ Define project schedules, allocate resources, and monitor progress.
- ☑ Liaised with all stakeholders, across the enterprise, and regions to ensure those project deliverables were delivered on time.
- ☑ Create & manage project plans.
- ☑ Align project objectives with company goals and make sure the project team is clear on objectives.
- ☑ Ensure an effective set of performance metrics and service levels are delivered for new services.
- ☑ Define the scope of work and get the signoff from the stakeholders.
- ☑ To ensure the milestone analysis, project progress, KPI dashboard, visualization, reporting & presentation across the project portfolio to the stakeholder.
- ☑ Tracking daily progress reports with developer & QA teams.
- ☑ Facilitated daily standup calls with internal stakeholders.



## Previous Projects:

**Project: Online Canteen Management System**

**Client: (KJS-Ahluwalia Group)**

**Duration: March 2021 – May 2022**

**Status: Closed**

This project “Canteen Management System” provides us with a simple interface for the maintenance of food transactions and food menu information. It can be used by companies to maintain records of food transactions, menus, and prices easily. Achieving this objective is difficult using a manual system as the information is scattered, can be redundant, and collecting relevant information may be very time-consuming. All these problems are solved using this project.

- ☞ Preparing comprehensive business requirement documents and wireframes along with a review of technical specifications and high-level design.
- ☞ Business User Testing Script UAT test cases to validate functionality and organize stakeholder demos.
- ☞ Assist in defining requirements and designing applications to meet business process and application requirements.
- ☞ To Work as an Independent contributor to meet day-to-day delivery of assignments and understand the current systems and applications.
- ☞ Status Tracking & Reporting.
- ☞ Gathering User Requirements and writing URS with UML use cases, Functional and NON Functional requirements.
- ☞ Ability to deliver applications in both Waterfall and Agile delivery mode
- ☞ Work closely with business stakeholders to understand their needs, objectives, and challenges
- ☞ Maintain accurate and up-to-date project documentation throughout the project lifecycle
- ☞ Collaborate with project managers to define project scope, objectives, and deliverables.
- ☞ Communicate complex technical concepts to non-technical stakeholders.
- ☞ Prepare the Business Documents – BRD, FRD, SOW, USE CASES., USER MANUAL, GAP ANALYSIS



## Previous Employment

**Company Name: Digiblends Technology (2020 to 2021)**

**Designated: Sr. Team Lead (Inside Sale)**

**Clients: Global Market**

- ☞ Collaborated with the sales team to improve their productivity by contacting customers to arrange appointments and ensuring all Sales Representatives have high-quality, up-to-date support material.
- ☞ Follow up cold calls, emails, and messages when sales representatives are unavailable, answer customer queries, inform them of delays, arrange delivery dates, and schedule marketing events.
- ☞ Making the company’s products and services as attractive to potential customers as possible.
- ☞ Ensuring adherence to laws, regulations, and policies.
- ☞ Collaborating with other departments to ensure Sales, Technical teams, queries, and deliveries are handled efficiently.
- ☞ Inputting orders, ensuring they are processed according to customer requirements, and ensuring all orders are accurate and delivered on time.
- ☞ Developing and maintaining filing systems to maintain sales records, prepare reports, and provide financial information to the finance department.

**Company Name: Brandy Bush Service Pvt Ltd (2018 to 2020)**

**Designated: Sales Coordinator (Inside Sale)**

**Clients: Global Market**

- ☞ Client Relationship.
- ☞ Maintained the CRM (Zoho – Tools)
- ☞ Team Handling (Sales & Leads Team)
- ☞ Deals with Software Development.
- ☞ Creating detailed business analysis, outlining problems, opportunities, and solutions for a business. Revenue Generation.
- ☞ Tracking and Following the Leads (FL, NI Leads, Hot Leads, VI).

**Company Name: Auroin India LLC (2017 to 2018)**

**Designated:** Lead Executive

**Clients:** Multiple (International & Domestic)

Lead Generation, Lead collections, Data Collection, Email and domain collection emailing, Mass mailing, Lead Management, Reminder Management, Semrush, Zoho work, Lead Check, Any Lead (Search Engine Optimization / Web design / Web Development/Mob Apps).



## Personal Details

**Date of Birth:** 18th June 1992

**Languages Known:** English, Hindi, and Odia

**Nationality:** Indian