**First Name of Application CV No 1662786**

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| *“Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step”*  Industry Preference: IT Software, Banking & Financial services, Telecom, Retail    **Project Manager** | | | |
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| core24x24icons Key Skills | |  | knowledge24x24icons Profile Summary |
| |  | | --- | | ***Project Management*** | |  | | ***Scope Management*** | |  | | ***Time Management*** | |  | | ***Cost Management*** | |  | | ***Stakeholder Management*** | |  | | ***Quality Management*** | |  | | ***Risk and Issue Management*** | |  | | ***Communication Management*** | |  | | ***Resource Management*** | |  |   core24x24icons Key Clients   |  | | --- | | ***Barclays Bank*** | |  | | ***Royal Bank of Scotland*** | |  | | ***Standard Chartered Bank*** | |  | | ***Capita Assurance UK*** | |  | | ***AT&T US*** | |  | | ***HOLD Brothers LLC US*** | |  | | | * PRINCE2 certified project manager with **10 years of experience in Project Management** * **Initiating and chartering projects, defining Project Scope, Goals and Deliverables** that support business goals in collaboration with senior management and stakeholders. * **Managing multiple projects** in various stages of their life cycle. Identify phases, activities and efforts needed to complete the project. * Developing full-scale **Project Plan** and **establish baselines** and associated communications documents. * Manage the overall **Project schedule** to ensure work is assigned and completed **on time and within budget.** * Proactively **identify Project Risks and Issues** and create successful action plans for resolving issues and mitigating risks to minimize project exposure and risk. * Coordinating with **Business solution team** to verify and **baseline the Business requirements.** * Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion. * Ensuring that the **Project Deliverables are met on time** qualitatively and effectively communicate project status to all stakeholders. * Performing **Resource planning** to identify all of the resources required to complete the project successfully. * **Identifying, managing and mitigating Project Risks**. Proactively manage changes in project scope, identify potential Risks, and devise contingency plans. * **Responsible for the overall facilitation of the User Acceptance** and Testing phases.. * Managing all communications to and from the project stakeholders. * **Conducting Project Closure Meetings** and documenting it in project closure artifacts. * Effectively apply project management methodology and enforce project processes and standards accordingly. |
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| exp24x24icons Work Experience  **Since Nov’14 M.H. Alshaya Co. W.L.L as Project Manager**  **Growth Path:**  **Key Result Areas:**   * + - * Develop **Project Charter** and **Initiate Project kickoff meeting**.       * **Create and execute Project plans** and revise as appropriate to meet changing needs and project demands. * **Project Planning, monitoring and controlling** the project through defining and applying project management related methodology. * Ensuring that **project deliverables, milestones, are met on time.** * **Proactively manage changes in project scope, identify potential crises, and devise contingency plans.** * **Identifying, Tracking and Managing Project Risks & Issues.** Resolve and/or escalate issues and risks in a timely fashion. * Preparing **projects progress reports** and keeps management, clients, and others informed of projects status and related issues. * Tracking the **project progress and deliverables** using appropriate reporting tools presenting reports defining project progress, problems and solutions. * **Conducting Project Closure Meetings** and documenting it in project closure artifacts. * Effectively facilitate **Lessons Learned** sessions after project delivery in order to identify successful and unsuccessful project elements.   **Highlights:**   * Analyzed & identified new vendors which helped in ensuring cost reduction. * Completed project on time and received appreciation for the same from clients. * Took measures to conclude projects on time and within budget. * Improved the execution of project by applying best project management practices. | | | | |
| exp24x24icons Previous Experience  **Aug’12 - Oct’14 Tech Mahindra, AT&T Project Management Team as Project Manager**  **Jun’11 - July’12 Cognizant Technology Solution Pvt Ltd as Project Manager**  **Oct’10 - Jun’11 Quexst Solution Pvt Ltd as Project Lead**  **May’07 - Oct’10 Trenchant Financial Technologies as Business Analyst/Project Lead**  **Feb’06 - May’07 Capstone Securities Pvt Ltd as Senior Analyst**  Description: edu24x24icons Education   * MBA (Finance) from Pune University * PGDBM (Finance) from Pune University. * B.E (Electronics) from Mumbai University.   softskills24x24icons Knowledge Purview   * PRINCE2 Practitioner * ITIL v3 Foundation * Proficiency in MS Project tool * Proficiency in Microsoft Office Suit (Excel, Word, Power Point, MS Project) * Strong knowledge of SDLC processes and Object Oriented programming concepts * Advanced computer literacy with excellence usage of market-going software’s   Description: personaldetails24x24icons Personal Details  Date of Birth:                    8th September 1980  Nationality: Indian  Marital Status: Married  Languages Known: English, Hindi & Marathi | | | | |