**PROGRAM/PROJECT MANAGER WITH 13+ YEARS OF EXP IN MANAGING SUCCESSFUL PROGRAMS.**

**(PORTFOLIO /PMO)**

# SUMMARYAMIT

## [amit-395098@2freemail.com](mailto:amit-395098@2freemail.com)

Detail oriented Program Manager spearheaded wide range of Operations and Business Programs for maximizing productivity with strategic solutions.

Industry exposure entails Automotive, Electronics, Manufacturing and HVAC.

# SKILLS

**Project Management** Leading key projects, overseeing responsibility and accountability for

meeting the assigned goals within the timeline

**Business Development** Create and inﬂuence the strategic business plans to meet both the current and emerging needs of the business.

**Information Preparation** Analysis involved in preparation and formatting information for internal and external projects. Dashboard preparation.

**Data Analysis** Evaluation of critical and ﬁnancial data to identify areas of concern

and opportunity.

# Communication liaison and Networking

Managing ﬂow of information and right channel communication.

**Customer Focus (CRM)** Customer focused with the ability to build sustainable, strategic and

commercial relationships and alliances

**Marketing and Sales** A keen planner, strategist with abilities in devising marketing and sales to accelerate business growth

# Interpersonal Relationship Management

Strong interpersonal and administrative skills along with excellent networking

**Operations Management** As a member of the Global Operations Management team, inﬂuence

decision making process and contribute in overall development of business

# EXPERIENCE

Aug-2017 - Till Today

Program Manager (BRAZIL-CLUSTER LEAD)

* Accountable to handle Brazil region Operations & Transition for 3 accounts and 29 costumers from Global Business Support.
* Oversee the Operations team (Team size:12)to organize resources, sets goals, carries out strategy to effectively utilize the skills of the team and deliver exceptional service.
* Ensure schedule adherence of deliverables by planning and maintaining TAT, work ﬂow 100% accuracy and Team productivity goals are met.
* Build strong partnership with the client by growing and nurturing the existing relationships to ensure exceptional operational cohesion & effective foundation for future growth.

Apr-2015 - Aug-2017

Program Manager (ILCV Platform, CVBU)

* Facilitating DR sign-off & Engineering sign-off processes for NPI of Trucks (3T-16T).
* Tracking of design releases, design changes & development of aggregates and proto built.
* Generating MIS to report progress & to identify activities on Critical Path, activities requiring escalation/ intervention.
* Responsible for CFT coordination and achieved responsibility matrix implementation.
* Contribution in working out project cost estimation, tracking of incurrence cost against budgeted cost. Achieved stakeholders approval for increased project cost with justiﬁcation. Escalation matrix followed.

From: Jan-2010

Associate Project Manager (Techno-Commercial Projects)

Successfully executed end to end Project Management responsibilities for multiple projects of Designing, Manufacturing, installation and commissioning of tailor made Pumping system

Project1: Mazagon Dock Ltd Shipbuilding, Mumbai (Impounding Pumping System, Electromechanical package, instrumentation, MF pumps) Project2: Garden Reach Shipbuilders, Kolkata (Dry Dock for ship building, Electromechanical, MF pumps)

Project3: Pipavav Shipyard, Gujarat (wet Basin Application) Electromechanical, VT pumps)

Project4- Water Mist System on Indian Naval Ships, New Delhi (Fire ﬁghting system)

From: Mar-2008

Project Engineer (Project Execution)

Execution & Pilot run of HVAC projects as per pharmaceutical norms & standards. Clients handled Zydus Cadila, Intas Pharma, Syngene Biocon.

* Validation and Documentation.
* Handled end to end project management activities.
* Preparing Techno-Commercial Offers.

From: Sep-2007

Marketing Engineer Study and Drafting of technical proposals.

Dec-2006 - Jul-2007 **INFOSYS Technology**

Software Engineer Enterprise Solutions: Human Capital Management (ORACLE).

# EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| Degree/Course | Institute/College | University/Board | Year of Passing |
| Masters Business Marketing(MBA- MARKETING) | SCMHRD | Symbiosis International | 2013 |
| Bachelor Engineering (BE MECHANICAL) | DYPCOE | Pune University | 2006 |

**PERSONAL DETAILS**

Address Dubai, United Arab Emirates.

Languages Known English, Hindi, Marathi, Portuguese, Italian, German

VISA Employment

# DECLARATION

I hereby declare that all the above information is true to best of my knowledge

## AMIT