

Ashutosh Garg

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Faridabad, HR, India

Encouraging manager and analytical problem-solver with talents for team building, leading and motivating, as well as excellent customer relations aptitude and relationship-building skills. Dedicated to applying training, monitoring, and morale-building abilities to enhance employee engagement and boost performance.

WORK EXPERIENCE

Vallesoft - Project Manager

03/2025 – present

New Delhi, India

- Defined and prioritized project tasks, sequenced work for optimal delivery, and monitored task completion to meet deadlines and quality standards.
- Managed and tracked development tasks, change requests, and bug reports using Jira, ensuring smooth sprint planning and timely resolution.
- Coordinated and supported User Acceptance Testing (UAT) cycles with clients, collected feedback, and ensured necessary improvements before production deployment.
- Tested APIs using Postman before handing them over to developers, ensuring request accuracy, response validation, and faster debugging during integration.
- Managed database-level change requests by accessing and updating the database as per approved client requirements, ensuring accuracy and data integrity.
- Prepared professional documentation such as RCA reports and data compliance plans, ensuring transparency and adherence to security standards.
- Acted as the primary bridge between clients and the internal development team, gathering requirements, communicating progress, and ensuring alignment with client expectations.
- Conducted product demonstrations and regular client visits to showcase progress, gather feedback, and build strong client relationships.

Choice Consultancy Services Pvt. Ltd - Project Manager

12/2022 – 09/2024

Mumbai, India

- Led the launch of a SaaS-based correspondence management platform, streamlining systematic letter handling, along with a Project Supervision App for BOQ management, billing systems, and workforce tracking, enhancing operational efficiency and project execution.
- Managed a cross-functional team of four, utilizing Agile practices such as Scrum, to drive platform success and improve operational field efficiency, while ensuring adherence to project milestones and Agile ceremonies.
- Led end-to-end SDLC management for multiple web and mobile applications, overseeing all phases from requirements gathering to deployment, ensuring seamless integration and timely delivery of high-quality solutions.
- Developed automated reporting solutions using UiPath Studio X and created real-time dashboards with Zoho Analytics, providing actionable business insights and streamlining communication with stakeholders for data-driven decision-making.
- Collaborated with engineering teams to design the technical architecture and streamline development processes, ensuring quality and performance standards were maintained across projects.
- Spearheaded domain designing for multiple web and mobile application projects, defining both technical and functional architectures in alignment with business goals, ensuring effective scalability and robustness of the platforms.

- Spearheaded research and usability testing initiatives, significantly boosting user satisfaction and platform usability metrics, contributing to an increase in user adoption rates.
- Managed and prioritized the product backlog, aligning tasks with strategic business goals, and ensuring delivery of high-impact outcomes with clear focus on project scope and change request management.
- Facilitated Agile planning, ensuring alignment across teams and smooth integration of development processes, effectively managing client expectations and delivering results in complex environments.
- Conducted comprehensive market analysis to inform product strategy, supporting senior management in roadmap planning and decision-making, contributing to the successful alignment of product vision with business objectives.
- Played a critical role in client communication, providing regular updates on project progress, identifying issues and proposing actionable solutions, ensuring that the clients' needs were consistently met.
- Exhibited leadership and team management capabilities, overseeing large, diverse teams and supporting their professional development through timely feedback, ongoing training, and performance appraisals.

vivo Mobile India - SMT Engineer

08/2021 - 04/2022

Greater Noida, India

- Interpreted blueprints and technical drawings to analyze upcoming projects.
- Captured technical schematics for use in project planning and execution.
- Analyzing and resolving the failures of Motherboard during testing.
- Tested and analyzed equipment design and performance feasibility to determine potential ROI

PROJECTS

- | | |
|--|-------------|
| • LMS (Lead Management System) VLCC GCC & India | 2025 |
| • Jal Jeevan Mission – MH, RJ | 2022 - 2024 |
| • Multipurpose Household Survey Project - MP | 2022 |
| • Automatic PowerPoint report generator using UiPath | 2022 |

EDUCATION

Indira Gandhi National Open University (IGNOU) - Master of Business Administration, Operations Management (Pursuing)

07/2023 – 07/2025

Manav Rachna International University - Bachelor of Technology, Electronics and Communication Engineering

08/2017 - 07/2021

Faridabad, India

SKILLS

- **Project Management Tools** - Proficient in using project management tools like Jira, Trello, and Asana to manage tasks, track progress, and ensure successful project delivery within deadlines.
- **Agile Methodology** - Experienced in Agile project management, facilitating sprints, stand-ups, and backlog grooming sessions to

ensure timely delivery and iterative progress.

- **Domain Design and Architecture** - Expertise in designing and managing the technical and functional architecture of web and mobile applications, ensuring scalability and robustness.
- **Business Intelligence (BI)** - Knowledge of BI best practices to collect, analyze, and interpret data, creating insights that drive business strategy and operational improvements.
- **Data Visualization** - Proficient in creating interactive and insightful visualizations using tools like Tableau and Power BI to present data trends and patterns effectively.
- **Change Management** - Skilled in managing project scope changes and change requests, ensuring smooth transitions while maintaining alignment with business goals and client expectations.
- **Team Leadership and Collaboration** - Strong leadership skills with a focus on team motivation, skill development, and performance management to achieve project objectives.
- **Client Relationship Management** - Experienced in managing client communications, handling expectations, and ensuring client satisfaction through regular project updates and issue resolution.
- **Risk Management** - Skilled in identifying project risks, evaluating their impact, and implementing risk mitigation strategies to ensure project success.
- **Documentation and Reporting** - Expertise in documenting project processes, requirements, and reports, ensuring proper tracking of project milestones, and maintaining comprehensive project records.
- **Process Optimization** - Identifying inefficiencies in workflows and implementing process improvements to enhance productivity and ensure quality project delivery.

CERTIFICATIONS

- Data Analytics certification from ExcelR Mumbai
- IBM data science certificate
- C, C++ Programmin