

Bilal Pathan

PMO Lead & Partner Manager

Around 4 years of managerial experience. An independent and self-motivated graduate with proven and tested problem solving, team management, project execution, sales & marketing skills and also have knowledge about stock market, photo & video editing, digital marketing, data analysis and more. Eager to learn new things and comparatively a fast learner.



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Mumbai, India

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WORK EXPERIENCE

Global PMO LEAD & Partner Manager Ovation Workplace Services Inc.

11/2022 - Present

Navi Mumbai, India

Ovation is a global IT Workplace services MNC working in 50+ countries over the globe.

Achievements/Tasks

- Develop and implement project management processes, methodologies, and tools to support the successful delivery of IT projects.
- Manage the PMO team and oversee their work to ensure quality project delivery.
- Build and maintain relationships with technology vendors and service providers to ensure effective delivery of IT solutions.
- I managed to implement the latest processes advised by the ISO. Which eventually increased the efficiency as well as credibility.

Contact : Harvinder Rekhi - +1 90850 98431 / hr@ovationwps.com

Global Partner Manager Excis Compliance Pvt. Ltd.

12/2021 - 11/2022

Navi Mumbai, India

Excis is a global IT infrastructure services MNC working in 120+ countries over the globe.

Achievements/Tasks

- Assign daily tasks to the team members & take follow up of their progress.
- Prepare weekly and monthly progress status reports & present them to the upper management.
- I streamlined the difficult process of onboarding new partners. Also, suggested the idea to prepare an effective Database to secure the data of our more than 800 partners around the globe.

Contact : Manju Ann Renold - +91 9820204594 / manju@excis.com

General Manager J.K. Refrigeration Co.

07/2018 - 12/2021

KBP Vikhroli, Mumbai

The J.K. Refrigeration Co. is a Mumbai based company established in 1972 specialized in Marine Refrigeration & Air-conditioning Engineering.

Achievements/Tasks

- Overseeing all the works of HR, Finance, Operations & Marketing teams and guiding them towards the right path when required.
- I increased the company's net profit by 46.50% by advising them to expand its operations in the private sector.

Contact : Pradeep Palsamkar - +91- 8169599075 / jk@jkrefrigeration.com

Team Leader Deluxe Collection

01/2018 - 06/2018

Kurla, Mumbai

Deluxe Collection is a well-known clothing brand in Mumbai.

Achievements/Tasks

- Responsible for managing and training a team of 11 members.
- Reporting the team's performance to the upper management.

Contact : Arbaz Khan - +91-8655969683

EDUCATION

MBA

Vikas College, Vikhroli East

10/2021 - Present

Mumbai, India

About

- Appearing for MBA in Marketing from YCMOU, Maharashtra.

BBA

Vikas College, Vikhroli

07/2017 - 08/2020

Mumbai, India

About

- Ranked 3rd in the College.

SOFT & HARD SKILLS

- Problem Solving
- Leadership & Initiative
- Project Management
- Team Management
- Microsoft Office
- Operations
- Sales & Marketing
- Pressure Handling
- Power BI
- Tally ERP9 (Basic)
- Task delegation
- S.E.O
- Emotional Intelligence
- Data & Business Analysis
- Coral Draw/Canva
- Filmora/KinMaster
- Management Consulting
- Fast Learner

PERSONAL PROJECTS

P Class India YouTube Channel (11/2021 - Present)

P Class India is an independent online class focused on delivering world-class knowledge to Indians. It is specialized in the teachings of Tally ERP 9, Tally Prime, Microsoft Office (Excel, Word, PowerPoint, Access, OneNote, Publisher) & many more.

Tea Time Cookies (09/2019 - 03/2020)

Tea Time Cookies is a company (startup) which was started by me in September 2019. It was in the distribution business of Hyderabad's special cookies in Mumbai but we discontinued it after the COVID-19 lockdown.

CERTIFICATES

Project Management Course (08/2022)

Did this from The Great Learning Academy & Learned how to manage & execute the most complex projects in a structured way to get 100% output.

Growth School (12/2021)

Received completion certificate of "Public Speaking Workshop" by the trainer, entrepreneur & influencer Mr Raj Shamani.

Goela School of Finance LLP (09/2020 - 03/2021)

Did "Irresistible Stock Market Architecture" course along with Money Management Blueprint, Financial Sheets 101, Comprehensive Futures & Options.

Josh Talks (06/2019 - 09/2019)

Received completion certificate of "Josh Talks Spoken English Course"

LANGUAGES

- English
Full Professional Proficiency
- Hindi
Native or Bilingual Proficiency
- Marathi
Professional Working Proficiency
- Urdu
Native or Bilingual Proficiency
- Arabic
Elementary Proficiency

INTERESTS

- Problem Solving
- Learning new things
- Innovations
- Data Analysis
- Badminton
- Swimming
- Consulting