

# ANIRUDHA MOHITE

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## SUMMARY

Enthusiastic Management & IT professional with a B.Sc. in Computer Science and an MMS in Systems. Certified CAPM® (PMI) with additional project management training from Google and IBM. Skilled in bridging technical and management domains, with hands-on experience in academic projects involving project planning, risk management, and stakeholder coordination. Proficient in MS Project, Jira, Trello, and Advanced Excel. Eager to start a career as a Project Coordinator, PMO Analyst, or Associate Project Manager, applying both IT knowledge and management expertise to deliver successful projects.

## SKILLS

- **Project Management:** Project Planning, Scheduling, Risk Assessment & Mitigation, Agile & Waterfall Methodologies, Stakeholder Collaboration, Resource Management, Time Management
- **Tools & Technical:** MS Project, Jira, Trello, Advanced Excel, MS Office Suite
- **Soft Skills:** Analytical Thinking, Problem Solving, Team Collaboration, Coordination, Documentation & Reporting, Adaptability, Quick Learning

## EDUCATION

- Master of Management Studies (MMS) - Systems, Oriental Institute of Management (OIM), 2025  
CGPI: 8.27
- Bachelor of Science (BSc) - Computer Science, Smt. Sushiladevi Deshmukh College, 2021  
CGPI: 7.58

## CERTIFICATIONS

- CAPM® (Certified Associate in Project Management) - PMI
- Google Project Management Certificate - Google
- IBM Project Management Professional Certificate - IBM
- Advanced Excel Certification - Oriental Institute of Management (OIM)

## PROJECTS / ACADEMIC PROJECTS

- **Capstone Project: New Hire Orientation Program - Project Coordinator**
  - Planned and scheduled orientation activities for 50+ participants.
  - Conducted risk assessment and implemented mitigation strategies.
  - Coordinated with stakeholders to ensure smooth execution and timely delivery.
- **General Management Project: Research on General Management Aspects of Infosys**
  - Analyzed organizational management practices, workflows, and strategies.
  - Compiled findings and provided actionable recommendations to improve efficiency.
  - Applied research, documentation, and analytical skills to support decision-making.
- **Specialization Project: Research on Cybersecurity Threats & Business Impact**
  - Examined major cybersecurity threats and evaluated their business implications.
  - Assessed risk scenarios and recommended mitigation strategies.
  - Developed a structured report delivering actionable insights for business decisions.

## SOCIAL / EXTRACURRICULAR ACTIVITIES

Volunteer | Girija Welfare Association

- Organized monthly visits to a local orphanage, distributing food and gifts to 100+ children.
- Conducted games and activities to foster a positive environment.
- Demonstrated teamwork and communication while coordinating with volunteers and staff.

## LANGUAGES

- ENGLISH
- HINDI
- MARATHI