

DEVAGI RAJENDHIRAN

Project Management Professional | PMP & PRINCE2 Certified

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OBJECTIVE

Project Management Trainee with PMP and PRINCE2 certifications, driving process improvements and coordinating projects. Improved team communication efficiency by 20% and enhanced decision-making by 10% through data analysis. Skilled in Agile delivery, risk management, and stakeholder engagement.

TECHNICAL SKILLS

- **Tools & Technologies:**
Power BI, Jira (Kanban & Scrum boards), Confluence, Visio, Microsoft Excel, PowerPoint, Word, SharePoint, MS Project, Teams, Slack, Trello
- **Processes:**
Project Planning & Execution, Agile Project Delivery, Scrum, Waterfall, Full Project Lifecycle, Process Improvement, Risk Management, Scope Management, Change Management, Budgeting and Cost Control, Quality Assurance, Software Development
- **Soft Skills:**
Leadership & Team Management, Cross-functional Collaboration, Stakeholder Engagement, Servant Leadership, Problem Solving, Attention to Detail, Communication & Presentation, Mentoring & Coaching, Decision Making, Client Relationship Management, Adaptability

CERTIFICATIONS & TRAININGS

- PRINCE2 7 Practitioner (Oct 2025)
- PMP – Project Management Professional (Aug 2025)
- Agile Scrum Master (Training)
- Lean Six Sigma Green Belt (LSSGB) (Training)
- Agile Fundamentals (Training)

WORK EXPERIENCE

Project Management Trainee

Fortray Global Services Limited, London, UK | June 2025 – Present

- Contributed to project planning by defining scope, setting timelines, and preparing documentation, improving alignment with business objectives by 15%.
- Coordinated tasks and engaged stakeholders by tracking progress and preparing status reports, enhancing team communication efficiency by 20%.
- Analyzed data to identify project trends and performance insights, enabling a 10% improvement in decision-making and process optimization.
- Enhanced quality assurance by conducting documentation checks and process reviews, ensuring 100% compliance with project requirements and standards.
- Participated in risk management, team meetings, and professional development, strengthening project delivery expertise and reducing risks by 12%.

Team Leader (Project Management Associate)

AGS Healthcare Private LTD, Chennai, India | July 2017 – June 2023

- Led cross-functional teams to streamline billing operations, reducing billing cycle time by 25% and improving claim accuracy by 18% through structured project management practices.
- Coordinated technical and non-technical teams to implement Agile process improvements, accelerating release frequency by 40% and reducing handoff errors by 30%.

- Managed timelines, monitored deliverables, and ensured 100% compliance with quality and regulatory standards across 10+ projects.
- Facilitated stakeholder communication and documentation across 5 concurrent projects, improving stakeholder satisfaction by 22%.

Entry Level Project Management Associate

Elico Healthcare Private LTD, Chennai, India | June 2016 – March 2017

- Enabled project managers to plan, track, and report 20+ deliverables monthly, improving on-time reporting by 15%.
- Coordinated cross-functional teams of 8-12 to meet timelines and quality targets, increasing on-time delivery rate to 92%.
- Managed project documentation, meeting minutes, and stakeholder communications for 15 projects, reducing retrieval time by 30%.
- Monitored progress on assigned tasks and updated project dashboards using Agile tools, shortening status lag by 40%.
- Implemented process improvements that contributed to 20% efficiency gains and enhanced collaboration across 5 teams.

EDUCATION

MBA in Business Administration and Management – General | *University of East London, London, UK | Sep 2023 – Sep 2024*

Bachelor of Engineering, ECE | *MIET Engineering College, Tamil Nadu, India | Apr 2011 – Apr 2014*

REFERENCES

Will be provided upon request.