DILPREET SINGH GANDHI

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Dynamic and **result-oriented Project Manager** keen to pursue roles preferably in **Information Technology sector** with a focus to leverage expertise in **Project Management, Program Management, Business Analysis, Agile** and **Scrum Master** to drive efficiency and success. Targeting roles ideally in **Hyderabad, Delhi NCR, Pune** and **Bangalore** for the right career prospects.

PROFILE SUMMARY

- Accumulated **over 5 years of comprehensive experience in Project Management**, specializing in **Software Development Life Cycle** within the Technology industry, demonstrating a strong ability to drive projects from inception to successful completion.

- Currently **excelling as a Project Manager at Wipro Limited**, overseeing complex programs and ensuring alignment with organizational goals while fostering collaboration among diverse teams.

- Developed a **profound understanding of project management principles** and **agile methodologies**, enhancing skills **in risk management, stakeholder engagement**, and **effective communication**.

- Exhibited **exceptional leadership qualities**, fostering a culture of collaboration and innovation among team members, leading to enhance productivity and morale within the project teams.

- Showcased **proficiency in business requirement documentation** and **functional requirement analysis**, ensuring that all stakeholder needs are accurately captured and addressed throughout the project lifecycle.

- Spearheaded **an initiative that resulted in an increase in team efficiency** by implementing streamlined processes and enhancing communication channels among cross-functional teams.

- **Well- versed in utilizing project management tools** and **methodologies**, ensuring that projects are executed with precision and aligned with strategic business objectives.
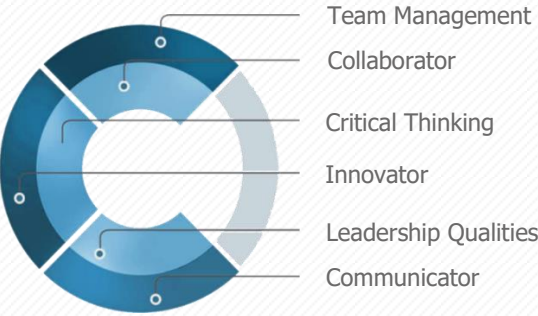
CORE COMPETENCIES

- Agile Methodologies
- Quality Assurance
- Requirement Documentation
- Conflict Resolution
- CI/CD Pipeline
- Change Management
- Risk Management
- KPI Tracking
- Backlog Prioritization

SOFT SKILLS

Team Management
Collaborator
Critical Thinking
Innovator
Leadership Qualities
Communicator

EDUCATION DETAILS

2019: B. Tech (Computer Science) Graduation

CERTIFICATIONS

- **Professional Scrum Master I (PSM I) – Scrum.org |** Expertise in Agile Scrum practices, team facilitation, and project management.
- **AWS Certified Cloud Practitioner – Amazon Web Services (AWS) |** Foundation in cloud computing and AWS services.
- **Agile Project Management Fundamentals – Udemy |** Comprehensive understanding of Agile methodologies for effective project delivery.
- **Certified Scrum Master (CSM) Training – Udemy |** Focus on Scrum principles and enhancing Agile team collaboration.
- **JIRA Essentials: Mastering Agile Project Management – Udemy |** Proficient in using JIRA for Agile tracking, planning, and reporting.
- **Business Analysis "A to Z" Masterclass – Udemy |** Comprehensive techniques for business analysis, requirements gathering, and stakeholder management.
- **API Crash Course - Udemy:** A Comprehensive Guide to Building, Testing, and Documenting APIs.
- **SQL Masterclass 2024:** Attained skills in database management, optimization, and complex query development.

WORK EXPERIENCE

Wipro Limited, Hyderabad   **Aug 2023 - Present**
Project Manager

Key Result Areas:

- **User Story Creation & SME Support:** Crafting comprehensive functional user stories and acceptance criteria in JIRA, while serving as the Subject Matter Expert (SME) for the application throughout the project lifecycle.

- **Program Execution:** Leading the end-to-end execution of complex, cross-functional programs, overseeing all phases from inception and design to development, dependency resolution, and the delivery of fully tested, functional software.

- **Team Management & Risk Mitigation:** Managing and guiding teams of 15+ software developers, QA engineers, and product managers, proactively identifying and resolving project risks and dependencies, implementing mitigation strategies for smooth program delivery.

- **KPI Monitoring & Performance Optimization:** Monitoring & optimizing key performance indicators (KPIs) such as team velocity, sprint burn-down, resource utilization, and cycle time, addressing risks & challenges across scope, timelines, dependencies & resource constraints.

- **Stakeholder Communication & Reporting:** Providing status updates to senior management, team members, and stakeholders, ensuring full transparency & accountability regarding project progress, potential risks & process improvements through data-driven insights & metrics.

- **Business & Functional Requirement:** Collaborating closely with stakeholders to develop clear and detailed Business Requirement Documents (BRDs) & Functional Requirement Documents (FRDs), ensuring alignment between business objectives and technical solutions.

- **Process Modeling & Communication:** Utilizing UML diagrams for process modeling to streamline communication between technical and non-technical teams, ensuring clarity and alignment on project goals and requirements.

- **Prototyping & Workflow Design:** Leveraging tools such as Visio and Axure to create intuitive workflows and prototypes, enabling the clear visualization of business requirements and facilitating the development of user-friendly software solutions.

- **Continuous Improvement & Change Management:** Driving continuous improvement by facilitating change management processes, identifying areas for process optimization, and ensuring the successful resolution of issues, contributing efficient program execution.

Wipro Limited, Hyderabad   **Jan 2021 - Jul 2023**
Project Lead

Key Result Areas:

- **Cross-Functional Collaboration & Scope Management:** Collaborated with cross-functional teams to identify and define project scope, constraints, risks, and dependencies, ensuring alignment across all stakeholders and maintaining clarity on timelines and deliverables.

- **Agile Ceremonies & Process Optimization:** Led and facilitated key agile ceremonies, including grooming, planning, daily scrums, reviews, and retrospectives, tracking key metrics such as velocity and sprint goal completion to ensure team performance & project alignment.

- **Sprint Backlog Prioritization & Task Execution:** Worked closely with the Product Owner to prioritize the sprint backlog, ensuring efficient task execution and alignment with project deadlines, while optimizing resource allocation to meet critical milestones.

- **Conflict Resolution & Team Coordination:** Addressed and resolved conflicts promptly, fostering collaboration and maintaining a positive team dynamic by effectively coordinating between diverse teams and stakeholders to keep projects on track.

- **Stakeholder Communication & Reporting:** Ensured clear and transparent communication with stakeholders through regular updates on project progress, risks, and resolutions, driving accountability and enhancing overall program execution and success.

Wipro Limited, Hyderabad   **Oct 2019 - Dec 2020**
Project Engineer

Key Result Areas:

- **Project Code Management & Documentation:** Contributed to project code development and maintained comprehensive documentation, ensuring all work items were accurately tracked in JIRA to support efficient project execution and timely delivery.

- **Backlog Prioritization & Delivery Optimization**: Collaborated with product owners to strategically prioritize backlog items, resulting in a 30% improvement in on-time project completion and enhanced alignment between business goals and development efforts.

- **Status Reporting & Stakeholder Communication:** Led regular status reporting to senior management, team members, and stakeholders, ensuring full transparency and accountability regarding project progress, risks, and process improvements through clear communication of key project metrics.

- **Process Improvement & Risk Management:** Driving continuous improvement initiatives and change management processes, proactively identifying potential risks and ensuring their mitigation to enhance program performance and ensure smooth project delivery.

PERSONAL DETAILS   **Address:** Hyderabad