



Employee ID: 8543

Experience: 3 Years

Educational Qualification : B.Tech(Mech) + MBA(Marketing & HR)

Designation: Engineer - PMO

Experience Summary:

- 3 years of experience in project management supporting cross-functional project delivery in engineering and technology domains.
- Proficient in project planning, scheduling, and risk mitigation using Agile and traditional methodologies.
- Developed and maintained 12+ dashboards and trackers using MS Project, Power BI, and Excel, improving project visibility and monitoring.
- Coordinated with 20+ stakeholders across departments to align goals, streamline execution, and meet delivery milestones.
- Produced weekly project health reports that enhanced data-driven decision-making and executive communication.
- Skilled in using Jira and Asana for sprint tracking, status reporting, and documentation to ensure on-time, within-scope project delivery aligned with organizational goals

Technical / Tool Skills:

- | | | | |
|--------------|------------|--------------------------------------|--------------------------|
| ❖ Asana | ❖ Power BI | ❖ Google PM Certification – Coursera | ❖ Risk Management |
| ❖ MS Project | ❖ Jira | ❖ Auto CAD | ❖ Stakeholder Management |

Career Experience:

Associate Consultant | Careernet Technologies Pvt Ltd | 3 years

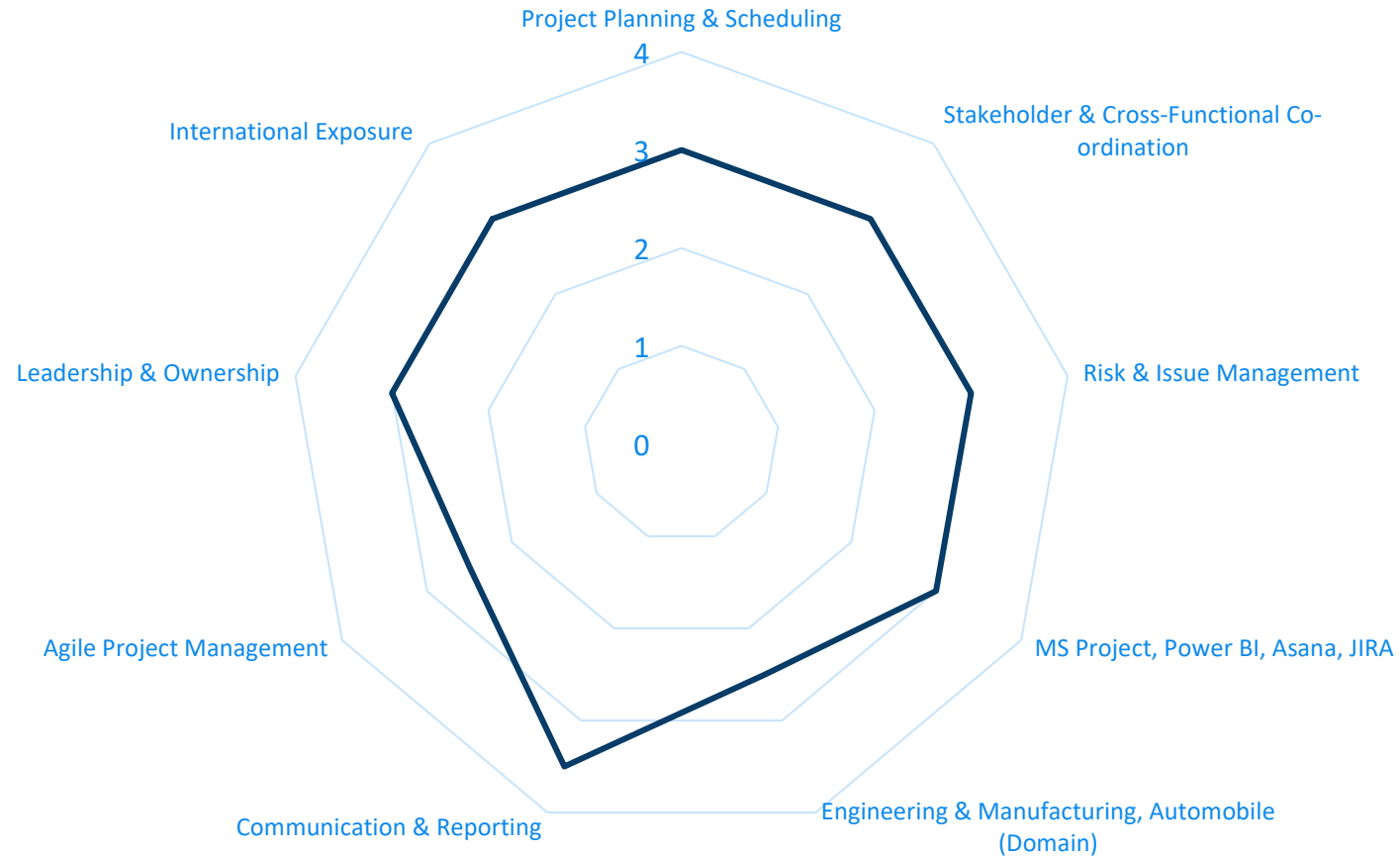
- Supported end-to-end project execution through effective planning, scheduling, and resource coordination.
- Collaborated with cross-functional teams to ensure alignment of project goals and smooth execution.
- Maintained project trackers and dashboards to improve visibility and monitor project performance.
- Conducted risk assessments and implemented mitigation strategies using the DMAIC framework.
- Led documentation and status reporting using Agile tools like Jira and Asana.
- Produced weekly data-driven reports summarizing project health, enabling faster decisions by project sponsors and delivery heads.

Project Planning Intern | Aqua Sub Engineering | 1 month (Internship)

- Assisted in planning and tracking project tasks, contributing to improved schedule adherence.
- Supported documentation and coordination across departments for engineering workflows.

PMO Intern | Indico Motors | 1 month (Internship)

- Conducted market analysis on Electric Vehicles (EVs) to identify industry trends and strategic opportunities.
- Developed actionable insights to support project planning and new product positioning



— Current Ratings

L1 - Beginner
L2 - Trained
L3 - Autonomous
L4 - Expert