

Gaurav Rozatkar

Versatile and results-oriented professional with exceptional communication skills, strong record of delivering comprehensive solutions within specified timelines and budgets. Skilled in leading cross-functional teams, collaborating with stakeholders, proficient in business management and utilizing various project management methodologies.



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Berlin, Germany

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WORK EXPERIENCE

Project Manager (Intern)

Janah Cycle (Startup)

06/2023 - Present

Berlin, Germany

Demonstrated flexibility in adapting to changing project requirements and dynamics. Assisted in detailed **project plans**, defining objectives, and establishing deadlines and resource requirements.. **Led team of 5 employees** to achieve successful project milestones, resolved conflicts if any and ensured collaborative work environment. Proficient in **Agile, Scrum methodologies, Microsoft Office, JIRA**, etc..

Human Resources Management (Intern)

GAOTek Inc.

01/2023 - 06/2023

Berlin, Germany (Remote)

Leveraged internal **HR databases** to organize and maintain personnel records, enter employee data and update previous data according to daily and weekly reports.

Monitoring team performance and led weekly team meeting. Supervised onboarding process for newly hired interns, including distribution of all paperwork and daily reports.

Revenue Cycle - Accounts Receivable (Full-Time)

IKS Health

06/2021 - 12/2021

Mumbai, India

Verified insurance coverage, and handled billing, manage end-to-end claims processing outlined in service-level agreements and **performed coding tasks** using Agile and Scrum methodologies. Provided excellent customer service by assisting with financial aspects of care and addressing issues promptly to ensure efficient revenue collection. Meticulous about **documentation**, milestone tracking, and change management for quality assurance. Demonstrated **strong presentation and problem-solving skills**, business acumen, and cross-functional collaboration SaaS

Sales & Marketing Assistant (Full-Time)

Shaandaar Banquet and Rooftop Lounge

11/2020 - 05/2021

Pune, India

Assisted in sales and marketing campaign development, utilizing advanced techniques and platforms for market research and **detailed analysis** of sales metrics. Spearheaded data collection initiatives to understand customer behavior, and identify target audiences, competitor landscape, and industry trends. Contributed to the development and **management of marketing budgets**. Leveraged social media platforms like Meta, TikTok, Google ads, Youtube etc.

Operations Coordinator Intern

Indian Construction Company

10/2017 - 11/2019

Pune, India

Project Coordination with project managers, and departments to ensure seamless execution of construction projects. Efficient **logistic support** and resource management, including materials, equipment, and labor, to meet project requirements. Documentation of project activities, contracts, and communications. Implement and oversee quality control processes. Assist in budgets and expenses, **ERP systems**, maintain clients, and support decision-making processes.

EDUCATION

Master's in Global Business Administration

Berlin School of Business and Innovation (University of Creative arts)

10/2022 - 06/2024

Berlin, Germany

Courses

- Project Management
- Cross-Cultural Management

Bachelor's in Civil Engineering

Pune University

07/2016 - 10/2020

Pune, India

AREA OF EXPERTISE

JIRA & Confluence

Customer success

Cross-functional management

Customer relationship management (CRM)

Product & Software Management

Business consulting

KPI Tracking

Analytical understanding

Problem solving

e-commerce

Time management

MS Office (Outlook, Excel, Powerpoint, Word,) Pivot table

Stakeholder Management

Communication skills

Testing and Technical support

Project Planning & Execution

SAP

Teamwork

PROJECTS & ACHIEVEMENTS

Havard Business School (2020)

International Finance Management

Ready, Set, Agile! Virtual Experience Program

Cognizant (Forage)

Pune Metro Rail Infrastructure Survey

Pune Municipal Co-operation(Govt. of India)

LANGUAGES

English (C2)

Native or Bilingual Proficiency

German (B2)

Professional Working Proficiency

CERTIFICATES

Project management (Great Learning)

SEO

TCS iON- Risk Management in Financial Sector

TCS iON - Sales Order Management in Supply Chain