Adisan Patel

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SUMMARY OF SKILLS

* 6+ Years of experience Project Management in Microsoft technologies.
* **Experience 15+years** of Total IT Experience**in handling Development, Support, Migration Projects**
* Strong experience in project management including executing projects using Agile Scrum Methodology
* Experience of managing distributed agile teams in offshore/onsite model
* Strong people management skills
* Good technology background in Microsoft .Net technologies
* Experience in proposal writing and pre-sales activities
* Excellent communication skills
* Liaison with the Technical Leadership Team to determine and define project scope and objectives
* Plan & Prioritize resources needed to reach objectives and manage resources in an effective and efficient manner
* Conduct regular Scrum meetings and track the project deliverables
* Escalate issues affecting project delivery to appropriate levels within the company and/or vendor and track them to resolution
* Develop and manage a detailed project schedule and work plan
* Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
* Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
* Utilize industry best practices, techniques, and standards throughout entire project execution
* Monitor progress and make adjustments as needed
* Measure project performance to identify areas for improvement
* Strong familiarity with project management software tools like JIRA, Agile methodologies, and best practices
* Experience seeing projects through the full life cycle
* Proven ability to complete projects according to outlined scope, budget, and timeline.

EDUCATION

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| * MCA from IGNOU in 2004 * BSc with Maths from Gujarat University in 1999 * ADSEH from Aptech computer education   EXPERIENCE SUMMARY   * Total IT Exp. : 15 plus Yrs. Relevant Exp. : 6 plus Yrs. Notice period : Immediate  Current Position: Project Manager Current Location: Ahmedabad |

PROFESSIONAL EXPERIENCE

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| **Project Manager (Sep 2020 – Dec 2020)**  **Grubbrr Systems Pvt Ltd.**   * Managed Two project Paywana and Locker. Ensure smooth collaboration between onshore and offshore teams, help in project plan and setting up expectations and delivery milestones, ensure team achieve milestones per schedule, Identify and mitigate risks   **Project Manager (Aug 2019 -Aug 2020)**  **IT AT ONCE. Ahmedabad**   * Experience in executing Microsoft technology (SharePoint/ .NET/Dynamics/) based engagements * Managed multiple projects at a time with a total team size of 20+ team members * Ability to manage all project activities and deliverables to agreed quality, time and budget specifications. * Ability to communicate project status, milestones and dependencies to stakeholders; experienced in creating project plans, schedules and track progress against plans * Excellent written and oral communication skills * Extensive experience in usage of Microsoft Office tools like Word, Excel, Power Point and Project Plan. * Should be able to recommend best practices for code reuse, better scalability, performance and availability.   **Sr. Project Manager /- Employee (Feb 2014 – Aug 2019)**  **Moksh tech, Ahmedabad (Dataprise Inc)**   * Lead cross-functional teams to successfully deliver initiatives supporting various Business units Work across the organization including teams responsible for technology, operations, security & Compliance and user care Design, Develop and Maintain a detailed work breakdown of tasks to be accomplished for the initiative and ensured that tasks are getting accomplished on time and within budget Develop comprehensive project plans that merge customer requirements with company goals and coordinate various managers and technical personnel during all project phases, from initial development through implementation. Maintain project plans that merge vender requirements with company goals and coordinate various managers and technical personnel during all project phases, from initial development through implementation. Ensure that solutions are being delivered are per standards of availability, scalability and security point of view and that are done on time with highest quality Ensure that all delivery artifacts are reviewed and are according to the standards and guidelines Experience working with hardware, software and services vendors Communicate proactively with all involved personnel to provide encouragement, identify problems, create solutions, and implement efficiency improvements. Review proposed modifications on project plans, including meeting with interested parties to approve and implement beneficial changes. Support Lead Technical resource with business critical functions including but not limited to reporting, invoicing, project tracking and SOW analysis. Provide strong and deep technical insights in various disciplines across delivery Maintain comprehensive knowledge of industry standards, methodologies, processes and best practices.   **Business Analyst / -**Employee**(**Dec 2011 – Feb 2014)  Inox India Ltd, Baroda   * Strong analytical skills with the ability to collect, organize, analyse, and disseminate significant amounts of information with attention to detail and accuracy. * A strong and innovative approach to problem-solving and finding solutions * Experience in preparing Requirement documents, Use cases, user stories, and product backlog * Flexible and proactive/self-motivated working style with strong personal ownership of problem resolution * Ability to communicate (verbal and written) with business units that rely on that information to define system requirements or organizational processes. * Team player, Multitasking, comfortable with tight timelines * Agile methodology (Scrum preferred) Roles and Responsibilities * Requirement analysis, clarifications, and preparation documents like Use cases, user stories, and refining product backlog. * Develop wireframes, workflows, use case diagrams, flowcharts, and other analysis-type documentation. * Supporting Business unit in translating business requirements to technical specifications. * Supporting Architect and Leads in improvement activities. * Assist in collating ad-hoc reporting. * Team interactions, customer interactions, and expectations management. * Implementation of project processes and best practices. Suggests areas for improvement in internal processes along with possible solutions * Adheres to policies, guidelines, and procedures of company and customer while development is carried out. * Good communication and presentation skills in English and a self-starter * Development of test scenarios and test cases, and testing activities necessary to assess the quality and completion of system implementations. |
| **Technical Lead** (Exclusive consultant) - **(**2008 - 2011)  Spec-India pvt Ltd, Ahmadabad   * Managed and delivered more than 4 projects, two of which were enterprise-size, on time, on budget, with highest quality, and high level of customer satisfaction * Managed and motivated team members to increase cooperation and productivity * Upgraded technologies used to the latest, ASP.NET, C#, XML Web Services, and SQL Server * Established a new web enterprise solutions business unit; built and hired professionals * Managed and supervised technical team of 6 developers and other roles; managed technology, and production to meet clients' needs and deadlines   Key Projects:   * Touch base Pro (<http://www.touchbasepro.com>): TouchbasePro is the simplest message distribution service. You can select the type of campaign (SMS or Email) you want to create or editing campaign by going to the pending campaign. Auto Responders are multiple emails which will be sent to subscribers automatically based on the date they were added in the list. Also, three Types of report functionality included in it like Recent email campaign Report, SMS Campaign Report and Auto responder Report. * EQDCMIS: (Electronic quality development center Management information System) this is government web-based project the support to management information system which work as work flow management system and all its customer facility to server service to customer properly. Which various kind of solution in electronic labs onsite and in-house project * Online Polling:(Online voting system), This is web-based project and its manage online voting and serve for most popular candidate for the election of 2012 election Nigeria, also promise monitor, Content management and event and video and news and event etc of application which fully supported to election commission of Nigeria. |
| **SR. Software Engineer / Team Lead -**Employee **(**2007 - 2008)  Gateway techno labs pvt Ltd, Ahmadabad  Next to web development of various projects took the initial of building a professional web development team; Interviewing potential developers, programmers and designers. Recruiting suitable candidates into their proper assignments after all necessary training.   * SMS (School Management System): The SMS system is used to for School Management, we have worked for the Content Management and Web shop Management and Finance Management of the system * Fwd pro system: This is supporting application to FWD (desktop application); it covers User management (Role base security, User define columns), Questionnaire and analytical reports using third party controls |

* Vb-portal-II (<Http://www.voordeelbezorger.nl/>): This Application for fully CMS (Content Management System) it’s includes three type of category item for shopping cart such as Auction, Normal, Kids special, it also includes product and content management and multi-language integration and Report is also generated by the Application itself

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| **Software Developer** **-**Employee**(**2005 - 2007)  Shah investor’s Home Ltd, Ahmedabad  Developed web-based and email-enabled Back office application of company**.** Which mainly used to company back office data and its transaction in NSDL repository? This was one of the most important projects in this company   * Back office System for DP (Depository Participant): This application we have designed A Total Back office System for DP (Depository Participant),Works on HO-Branch relation, Current clients are 60,000 |

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| **Sr. Faculty cum Centre Head -**Employee(2000 - 2002)  NIIT Bapunager, Ahmedabad   Mainly focus to Business development activity and also had thought of various Semester old and new curriculum   * That has designed by NIIT LTD. Also attended sheet training for various new curriculum and oracle from Delhi, Chennai NIIT for Web centric and future classic curriculum * Handle management of Centre with counseling and motivation activity in Centre and push up the level of Centre faculty and manage accordingly |
| **Associate Faculty –** Employee(1998 - 2000)  Aptech Computer Education, Ashram Road, Ahmedabad   * I had taught various subjects of different semester that designed by Aptech DISM, HDSM and ADSEH |

PERSONAL DETAILS

* Passport No : T6069493
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