

VAIBHAV SELUKAR

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PROFESSIONAL SUMMARY:

Results-driven Project Manager Officer (PMO) and Business Analyst, with expertise in Project Management, Portfolio Management, Change Management, and SDLC. Adept at budgeting, stakeholder management, and process optimization, with a strong foundation in Agile, Scrum, and Jira. Highly skilled in Jira, Zoho Projects, release milestones planning, deployment tasks, and cross-functional collaboration. Known for attention to detail, proactive problem-solving, and analytical thinking, ensuring project success and operational efficiency.

ACHIEVEMENTS / AWARDS:

- **Open House Spotlight 2022 Award** – Improved project delivery efficiency by 15% through process enhancements.
 - **Super Squad 2021 Award** – Led high-impact projects, demonstrating strong change management and stakeholder engagement.
 - **Emerging Face of the Year 2020 Award** – Recognized for successful project execution within scope, budget, and timeline.
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CERTIFICATION:

- ✦ **Professional Scrum Master (PSM)** – Scrum.org (Sep 2024)
 - ✦ **Project Management Professional (PMP)** – IMTF (Aug 2023)
 - ✦ **New Product Development (NPD)** – IIM-B (Dec 2023)
 - ✦ **Project Management Skills for Leaders** – PMI (Jun 2023)
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EDUCATION:

Yeshwantrao Chavan College of Engineering – Nagpur, India
Electrical Engineering – *May 2005*


SKILLS SUMMARY (Technical / Tool / Technology):

Category	Skills / Tools
Project Management & PMO	Portfolio Management, Change Management, Budgeting, Release Milestones, Deployment Tasks
Project Management Tools	Jira, Zoho Projects, ClickUp, Trello, Asana, DevOps (Basics), CI/CD

Category	Skills / Tools
Process & Workflow	SDLC, Agile, Waterfall, Kanban Boards, UML, Draw.io, Coggleit, Mindmap
Data Analysis & Reporting	Report Extraction, Burndown Charts, Velocity Tracking, Excel (Pivot Tables)
Collaboration & Communication	Microsoft Teams, Zoom, Meet, Skype, Confluence, SharePoint
Soft Skills	Stakeholder Management, Attention to Detail, Time Management, Proactive Problem-Solving, Analytical Thinking, Adaptability

PROFESSIONAL WORK EXPERIENCE:

Senior Consultant (PMO) | Freelance Consulting

 Jan 2024 – Jun 2025 | Remote/Nagpur

- Managed portfolio-level tracking and reporting, ensuring alignment with business goals.
- Spearheaded budgeting and financial planning for Agile projects, optimizing resource allocation.
- Collaborated with cross-functional teams to implement Zoho Projects similar to the Planview Platform for portfolio management and tracking project KPIs.
- Established release milestones and streamlined deployment tasks, enhancing SDLC efficiency.
- Coached teams on Scrum principles, promoting self-organization and servant leadership
- Led Agile delivery for global teams across time zones, coaching cross-functional squads in remote settings
- Introduced asynchronous stand-ups and Kanban boards to support teams across geographies
- Facilitated all Scrum ceremonies via Zoom; optimized virtual backlog grooming using Jira
- Analysed Agile metrics (velocity, cycle time) to boost team throughput and engagement
- Maintained digital project artifacts – sprint goals, risk logs, burndown charts, and stakeholder dashboards.
- Ensured project success through change management strategies, mitigating risks, and aligning stakeholders.

Sr. Consultant (PMO) | PRAGMATYC (Formerly MAXIMESS) (Sep 2021 - Dec 2023)

- Implemented project management best practices, ensuring adherence to portfolio guidelines.
- Managed change requests and deployment tasks, improving overall release management.
- Led cross-functional teams in budgeting, risk management, and process improvement initiatives.

- Improved project governance through PMO-driven reporting frameworks, ensuring accuracy in change requests.





Sr. Business Analyst | SimpleWorks Solution Pvt. Ltd. (Dec 2020 - Sep 2021)

- Spearheaded portfolio-wide data analytics and reporting, improving decision-making for leadership teams.
- Managed budgeting and cost optimization efforts, ensuring projects remained within financial constraints.
- Optimized release milestones tracking and Zoho Projects Platform integration similar to the Planview, improving visibility into project roadmaps.

Business Analyst | MAXIMESS (Now PRAGMATYC) (Aug 2018 - Dec 2020)

- Facilitated change management processes, ensuring seamless implementation of new project methodologies.
- Assisted in the development of deployment strategies and milestone planning, aligning with PMO best practices.
- Led risk assessments and compliance monitoring, mitigating project risks, and ensuring operational excellence.

Previous Roles (Summarized):

- Business Analyst – Walbro Software Pvt. Ltd. |  Oct 2017 – Mar 2018
 - Entrepreneur – Self-Employed/Business |  Mar 2016 – Sep Dec 2017
 - Team Lead – Principal Financial Group |  Dec 2006 – Dec 2015
 - Support Lead – IBM Daksh |  Oct 2005 – Nov 2006
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PROJECT DOMAINS – HIGHLIGHTS

- **Finance-Tech** – Agile transformation of digital trading & loan systems for NBFCs
 - **EdTech** – Remote delivery of LMS and e-commerce platforms using Scrum & Kanban
 - **HR SaaS** – Cloud-based HRMS implementation for remote-first organizations
 - **Automotive CRM** – Built platforms for EV companies supporting distributed sales/service ops
 - **AI Training** – Coordinated and managed AI trainees from St. Vincent Pallotti College of Engineering and Technology and Anjuman College of Engineering and Technology.
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PERSONAL ENRICHMENT (Interests & Hobbies):

- Passion for cricket and volleyball, enhancing teamwork and leadership skills.
 - Strategic chess player, improving analytical thinking and problem-solving.
 - Enjoy badminton and table tennis, promoting mental and physical agility.
 - Enthusiastic about sketching and creative pursuits, enhancing adaptability and focus.
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