



Vaibhav Selukar

*Professional Scrum Master (PSM I) |
Project Management Professional (PMP) |
Founder/ Director | Project Management Office Lead |
Sr. Consultant | Sr. Business Analyst*

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Summary

- Senior consultant with 6+ years' experience in managing core PMO Activities for IT Projects (Custom software development, Cloud-based solutions - SaaS, PaaS, Enterprise apps, Mobile/Web applications, CRM implementation and integration)
 - Delivered solutions across various domains: Banking, Financial, Services, Insurance, Retail & Logistics, Education, Automobile, Real Estate, and NBFC.
 - Proven ability to understand complex business requirements and develop tailored solutions to meet industry-specific needs.
- Overall, 18 years of experience in IT project & ITES process management (planning, execution, and delivery), leading cross-functional teams (people management), and optimizing organizational processes (process management) to deliver value through business process management and IT solutions.

Certifications

Certification	Provider	Date
• Professional Scrum Master (PSM I)	Scrum.org	Sep 2024
• Project Management Professional Certification	Institute of Management, Technology & Finance	Aug 2023
• SWAYAM Certified New Product Development	Indian Institute of Management Bangalore (IIM Bangalore)	Jul 2023

Technical Skills

- Project Management Methodologies & Frameworks: Agile, Scrum, Kanban, Hybrid, PMO, Lean Six Sigma.
- PM/PMO Tools: Zoho Projects, Google Docs, Jira, Confluence, Asana, Trello, Smartsheet.
- Collaboration/Communication Tools: Microsoft Teams, Zoom, Google Workspace (Docs, Sheets, Slides, Meet).
- Microsoft Office: Proficient in Microsoft Office software and Office 365 cloud applications, (Word, Excel, PowerPoint, OneNote, Outlook).
- Documentation: Effective report creation, documentation, and presentation skills.
- Integration: Strong experience in tools management, integration between tools and ability to learn and implement new tools to improve processes and bring automation.

Achievements

- Recipient of the prestigious "[Open House Spotlight Q3-2022](#)" Award, recognizing outstanding contributions to driving organizational excellence and process improvements.
- Improved project delivery time by 25% through process improvements.
- Successfully collaborated with teams (70-90 members), ensuring project delivery to industry standards.
- Awarded "**Super Squad 2021**" for exceptional project delivery and teamwork.
- Received the "[Emerging Face of the year 2020](#)" Award for outstanding performance in SaaS project delivery.

Professional Experience:

[RIGHTZERO, Nagpur – \(Jan 2024 – Jul 2024\)](#)

As a founder/ director / senior consultant - project management office

I collaborated with cross-functional teams, developed and implemented processes, managed project leads, lead talent development initiatives, with technical expertise in software development and project management.

- **SaaS Project Collaboration & Delivery**
 - Collaborated with cross-functional teams (consulting, architecture, sales, customer success, product support, product management, and engineering) to drive SaaS project success, customer adoption, and value through agile methodologies.
- **Process Development & Implementation**
 - Worked with project leads to develop and implement consistent SaaS project processes and procedures, ensuring seamless delivery.
- **Project Monitoring, Reporting, & Stakeholder Management**
 - Conducted regular project progress reviews and shared with client and management throughout the project lifecycle.
 - Assisted team members in resolving challenges, provided constructive feedback, and ensured quality delivery.
- **Leadership & Talent Development**
 - Assisted in conducting project status review meetings, tracking open points, and establishing a robust talent pool focused on employee engagement and continuous improvement.
 - Worked with team leads and leadership to foster a culture of collaboration, growth, and excellence.

[PRAGMATYC \(Formerly MAXIMESS\), Nagpur – \(Sep 2021 – Dec 2023\)](#)

As a senior consultant - project management office,

My achievement, collaboration, project management, reporting, and process improvement skills, and technical expertise are highlighted below:

- **Achievements**
 - Awarded "Super Squad 2021" for exceptional project delivery and teamwork.
- **Collaboration & Support**
 - Collaborated with CXOs, Account Managers, PMO Managers, Project Managers, and cross-functional teams to ensure timely project delivery.
 - Supported project/scrum teams, client delivery department, and stakeholders to drive success.
- **Project Management & Monitoring**
 - Tracked project progress, identified risks and gaps, and coordinated with internal teams for resolution.
 - Managed project onboarding/offboarding, resource allocation, and capacity planning.
- **Reporting & Stakeholder Management**
 - Delivered high-quality reports to senior management, clients, and stakeholders.
 - Coordinated with teams to gather data, track metrics, and forecast project outcomes.
- **Process Improvement & Automation**
 - Proactively identified process gaps, conducted diagnostics, and recommended solutions.
 - Coordinated with COE & HR for project resource training and development.

- Implemented process automation, introduced new tools, and drove adoption to reduce manual tasks.

▪ **Technical Skills**

- Hands-on experience with performance tracking tools/software (Asana, Trello, Jira, Microsoft Project), with ability to design, configure, and implement new solutions.
- Coordinated with vendors to evaluate and propose new software tools for use in the organization.

Early Career Experience:

Senior Business Analyst – SIMPLECRM, Nagpur – (Dec 2020 – Sep 2021)

- SaaS Project Expertise, Agile Methodology & Documentation, Customer Engagement & Requirements Gathering
- Proposal & Solution Development, Marketing & User Adoption

Associate Business Analyst – MAXIMESS, Nagpur – (Aug 2018 – Dec 2020)

- Banking Project (Mar 2020 – Jul 2020) & PMO activities

Business Analyst – Walbro Software Pvt. Ltd., Nagpur – (Oct 2017 – Mar 2018)

- Projects: PlanMyWork - Cloud-Based Task Management Tool, DoodlyDeals - E-commerce Platform for Daily Deals

Business Owner, Nagpur – [May 2016 – Jul 2017]

- Managed the business, staff, vendor, inventory, daily/monthly maintenance

Senior Process Associate/ Training Specialist – Principal Financial Group, Pune – (Dec 2006 – Dec 2015)

- Client relationship management, Team administration, Projects / Special Initiatives

Floor Support/ Customer Care Executive – IBM Daksh Bharti Airtel, Pune – (Oct 2005 – Nov 2006)

- Floor support for onboarding new joiners, handled escalations and provided customer services plan details, resolved queries on new plan offers for Bharti Airtel.

Personal Attributes

- Positive Work Ethic, Attention to Detail, Proactive Learning, Effective Communication, Collaborative Mindset

Education

- B.E: Electrical - YCCE - Nagpur, Maharashtra, 09/2005

I hereby declare that all the information is very true and to the best of my knowledge.

Best Regards,

Vaibhav Selukar

Place:

Date: