

**Name:** Aditi Mehta

**Contact Information:** +91 9876543210, aditi.mehta@example.com, Mumbai, India

**Objective:** Experienced IT manager seeking to leverage my expertise in project management and IT operations to contribute to organizational success.

**Education:**

- Master of Business Administration (MBA) in Information Technology, SP Jain Institute of Management and Research, Mumbai, GPA: 8.6/10 (May 2015)
- Bachelor of Technology in Computer Science, Indian Institute of Technology, Bombay, GPA: 8.8/10 (May 2012)

**Technical Skills:**

- Project Management: Agile, Scrum, Waterfall
- Tools: JIRA, Trello, Microsoft Project
- IT Infrastructure: Cloud Computing (AWS, Azure), Network Security, Virtualization

**Professional Experience:**

- IT Manager, Tech Solutions Pvt. Ltd., Mumbai, India (June 2017 - Present)
  - Led a team of 20 IT professionals to manage and support IT infrastructure for the organization
  - Implemented IT policies and procedures to ensure data security and compliance
  - Managed IT projects from initiation to completion, ensuring timely delivery and budget adherence
- Senior IT Project Coordinator, Infosys Ltd., Pune, India (June 2015 - May 2017)
  - Coordinated with cross-functional teams to deliver IT projects on time and within scope
  - Developed project plans, schedules, and budgets, and tracked progress against milestones
  - Conducted risk assessments and implemented mitigation strategies

**Certificates:**

- Project Management Professional (PMP)
- Certified Information Systems Security Professional (CISSP)

**Languages:**

- English (Fluent), Hindi (Native), Marathi (Intermediate)

**Hobbies:**

- Traveling, Reading, Yoga