# Alok Ranjan

**Technical (IT) Project Manager**　　@ alokranjan04@gmail.com　　**Ph: +917042 915552**

| SUMMARY | KEY SKILLS |
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- Highly motivated and results-oriented Senior Project Manager with 15+ years of experience driving successful project execution across diverse industries.
- Proven ability to manage complex projects involving multiple teams, stakeholders, and workstreams.
- Skilled in Agile methodologies (Scrum), project governance frameworks (SDLC), risk management, resource allocation, and stakeholder communication.
- Developing and maintaining project plans, tracking progress, and ensuring adherence to timelines and budgets.

- **Project Management:** Agile (Scrum), SDLC, Waterfall
- **Resource Management:** Allocating and optimizing resources across projects.
- **Risk Management:** Identifying, assessing, and mitigating project risks.
- **Reporting & Metrics:** Creating dashboards, reports, and presenting KPIs for project performance.
- **Stakeholder Communication:** Facilitating communication and collaboration among project stakeholders.
- **Change Management:** Reviewing and managing change requests.
- **Team Management:** Leading and motivating cross-functional teams with diverse skillsets.
- **Software Development:** Experience working with ReactJS, HTML, CSS, javascript and DevOps teams (from previous experience).

## PROFESSIONAL EXPERIENCE

**ArteezHR Pvt. Ltd.**
**Team – Aerohyre, mockskill**

**Role –Technical  Project Manager**　　📅 Mar '22 – Till Date　　📍 Delhi, IN　　**Project Type: Web Application**

- **Led a 12-person team to launch Aerohyre.com successfully within 6 months.**
- **Created detailed project plans, assigned tasks, and allocated resources effectively.** For example, I prioritized tasks and streamlined processes to meet tight deadlines.
- **Identified and addressed potential risks proactively.** For instance, I prepared for API integration delays by having alternative data sources ready.
- **Ensured strong team communication and collaboration.** I held regular meetings, encouraged open discussions, and leveraged team expertise to solve challenges.
- Managed diverse project teams, **fostering collaboration and achieving project goals**.
- **Managed project budgets,** ensuring they stayed within limits and obtained necessary approvals. For Aerohyre.com, I closely monitored the project budget, ensuring that expenses aligned with the approved budget and obtained necessary approvals for any budget adjustments.
- **Maintained clear communication with stakeholders,** providing regular project monthly (after 2 scrums) updates and addressing their concerns promptly. I provided weekly project updates to Aerohyre.com's stakeholders, including the executive team and investors, and addressed their concerns in a timely manner.
- **Ensured high-quality work** through thorough testing and validation. For Aerohyre.com, I conducted rigorous testing to ensure that the platform met quality standards and was free from bugs before launch.
- **Worked effectively with external vendors** to achieve project goals. I collaborated with a third-party vendor to develop the Aerohyre.com platform, ensuring that their work aligned with our project objectives and timelines.
- **Managed changes to the project scope** smoothly to minimize disruptions. When a new feature was added to Aerohyre.com's scope, I effectively managed the change by assessing its impact on the project timeline and resources, and implementing necessary adjustments to ensure project success.
- Kept detailed records of **project requirements, specifications, and meetings**. I maintained a comprehensive project documentation for Aerohyre.com, including requirements, specifications, meeting minutes, and change requests.
- **Provided leadership and guidance** to team members, fostering a positive work environment. I mentored team members on Aerohyre.com and provided them with the necessary guidance and support to succeed in their roles.

- **Reviewed project outcomes** to learn from the experience and improve future projects. After the successful launch of Aerohyre.com, I conducted a post-project evaluation to assess the project's outcomes, identify lessons learned, and inform future projects.

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**TaskUs – Product Manager**
**Product- Survey Tool, Task Verse, Moodscaling App**
**Role - Product Manager**          📅 Aug '21 – Dec'22      📍 Gurgaon, IN      **Project Type**: Web Apps

- **Oversaw development of large-scale** software applications using Agile methodologies
- **Collaborated with cross-functional teams** to define project scope, objectives, and technical requirements
- Managed **project budgets and resources across multiple concurrent projects**, each valued over ₹10 Crores
- **Implemented continuous improvement** initiatives, enhancing team productivity by 25%
- **Tracked relevant OKRs/KPIs** to measure project success and drive improvements

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**Concentrix  – Senior Manager**
**Client - Korean Airlines**
**Role - Developer Project Manager**      📅 Oct '15 – Aug'21      📍 Gurgaon, IN      **Project Type**: Web Apps

- Led complex technical projects, overseeing the full product lifecycle from concept to delivery
- Implemented strategic initiatives resulting in 20% cost savings and improved project delivery times
- Facilitated and planned change management and release management activities
- Identified inter-team technical dependencies and gaps in technical management
- Drove technical and regulatory consistency across workstreams, contributing to documentation for ongoing maintenance

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**Tarams, WDC, ABB, CA Technology**
**Role - Software Engineer**          📅 Juy'07 – Aug'15      📍 Bangalore, IN      **Project Type**: Web Apps

- Worked as a Full Stack Developer, built elearning app,ecommerce , asset management & security  web  apps on  HTML, CSS, Javascript, NodeJS,  Python & MySQL

## CERTIFICATION

**Google Project Management Certificate (Coursera)**
**Product Analytics Certificate (Jan 2023)**
**Google Analytics Certificate (Nov 2022)**

## PERSONAL Details

- Name          : Alok Ranjan
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- Preferred Loc :   Bangalore, Delhi, Hyderabad ,Pune, Mumbai

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