**Alok Ranjan**

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



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| ● | Highly motivated and results-oriented Senior Project | ● | **Project Management:** Agile (Scrum), SDLC, Waterfall |
| ● | Manager with 15+ years of experience driving successful | ● | **Resource Management:** Allocating and optimizing |
| project execution across diverse industries. | resources across projects. |
| Proven ability to manage complex projects involving | ● | **Risk Management:** Identifying, assessing, and |
| ● | multiple teams, stakeholders, and workstreams. | ● | mitigating project risks. |
| Skilled in Agile methodologies (Scrum), project | **Reporting & Metrics:** Creating dashboards, reports, |
| ● | governance frameworks (SDLC), risk management, | ● | and presenting KPIs for project performance. |
| resource allocation, and stakeholder communication. | **Stakeholder Communication:** Facilitating |
| Developing and maintaining project plans, tracking | ● | communication and collaboration among project |
| progress, and ensuring adherence to timelines and | stakeholders. |
| budgets. | **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.

**TaskUs – Product Manager**

**Product- Survey Tool, Task Verse, Moodscaling App**

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| **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 | | | | |

**Concentrix – Senior Manager**

**Client - Korean Airlines**

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| **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 | | | | |
| **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**



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| ● | Name | : Alok Ranjan | Date of Birth | : 27-08-1982 |
| ● | Marital Status: Married | | Passport Number : Z4579538 | |
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| ● | Address | : E-311, Ace City, Noida Ect , Greater Noida West-201306 |
| ● | Preferred Loc : Bangalore, Delhi, Hyderabad ,Pune, Mumbai | |