SOUMITRA ADHIKARY

Project Manager/ Technical Consultant

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📍 : 43-J, Pramathanagar Dayamayee Road, Near- Kalimandir, Parsudih, Jamshedpur-831002, Jamshedpur,Jharkhand.
Date of Birth: 01/03/1992
Gender: Male
Nationality: Indian

Focused Project Manager adept at planning, directing and maintaining continuous operations in various departments. Experienced in directing manufacturing employees and keeping efficient production in accordance with quality standards. Applying creative and analytical approach to operations for continuous process improvement. Skilled at identifying or anticipating problems and providing solutions. Excels through mentoring, training and empowering team to excel in performance.

Resourceful Project Manager with niche expertise in organizing business operations, financial oversight and resource management to achieve smooth flow and project operations. Leads procurement of resources including equipment and supplies. Professional Project Management Specialist with experience working with teams to accomplish short- and long-term project goals. Experienced Lead Advanced Scheduling Consultant adept at optimizing project timelines and resource allocation. Proficient in utilizing scheduling software and implementing strategic planning methodologies to streamline operations and maximize efficiency. Managed complex scheduling projects for IDF operations, optimizing resources and timelines. Led a team in implementing advanced scheduling techniques to enhance efficiency and meet project milestones. Provided strategic consultation to optimize scheduling processes.

Technical Knowledge

- Hardware & Networking
- Website designing & Development (.Net, PHP, Java Script, HTML, CSS, C# &etc.)
- Database (SQL, Oracle)
- Backend Applications (Python, JAVA, C, C++& etc.)
- Digital Marketer
- React JS, Node JS, Mongo DB, Angular, React Native
- SAP
- Zoho & Odoo Consultant

💼 Work Experience

Project Manager/ Lead Consultant

Core Integra Consulting Services Private Limited (Client: - Tata Consultancy Services Limited)

- Day to day project management of deliverables across multiple projects
- Guiding project sponsors and Accountable Executives (AE's) where necessary, providing all required inputs, support and reporting to enable robust decision making and project steering
- Full lifecycle ownership of projects (initiation, planning, execution, closure), including identification of impacted stakeholders, analysis and problem solving, maintaining risk, assumption, issue, dependency (RAID) logs, producing and maintaining credible project plans, and ensuring prioritization of items in the requirements backlog with relevant technology teams where necessary
- Leading and running project working groups and governance forums (such as Steering Committees)
- Compiling documentation / packs for presentation at required governance meetings
- Constantly reviewing the cost vs quality vs time aspect of the delivery, and ensuring that benefits are clear, tracked and delivered.
- Scrum, Jira, MPP, MS Office tools, Agile methodologies.
- OTD and FTR
- Ensuring project budgets are monitored, and that actuals versus forecasts (with variance commentaries) are reviewed and presented at the relevant governance forums and Data Manager.
- Working with the Project Management Office (PMO) to ensure each project adheres to the required governance standard set out by FIL, that the project management tool (Clarity) reflects the project set up correctly, and that monthly status reporting is completed in a timely manner.
- Ensuring appropriate project artefacts are produced, reviewed periodically, and maintained (business case, business requirements documents, functional specifications, test strategies / test scripts, operational readiness assessments and go-live migration plans).
- This role is weighted towards traditional project management responsibilities; however, it will also involve a business analysis component.
- Detailing the end-to-end process as it flows through various systems and teams, coordinating technology colleagues to provides estimates if any system development / fixes and subsequent testing are required
- Documenting the current state and target state of the area / team / process in question, producing a gap analysis where required
- Validating, managing, and challenging requirements that are presented by multiple business / line teams, ensuring a robust business requirements document is signed off by all relevant teams
- Utilizing critical and lateral thinking, together with problem solving throughout the project.
- PMP Certified.
- Knowledge of ETL & KPO.
- Design and implement scheduling strategies tailored to the needs of integrated defense operations, considering factors such as resource availability, mission priorities, and operational constraints.
- Utilize advanced scheduling techniques and tools such as critical path analysis, Monte Carlo simulations, and optimization algorithms to optimize resource allocation and maximize operational efficiency.
- Ensure seamless integration of scheduling solutions with existing defense systems and platforms, including command and control systems, communication networks, and logistics management systems.
- Collaborate closely with various stakeholders across different branches of the military, government agencies, and defense contractors to gather requirements, solicit feedback, and coordinate scheduling activities.
- Identify potential scheduling risks and develop mitigation strategies to minimize disruptions to operations, including contingency planning and scenario analysis.
- Monitor schedule performance metrics, analyze deviations from planned schedules, and provide timely reports and recommendations to stakeholders for corrective action.
- Provide training and guidance to personnel involved in scheduling activities, disseminate best practices, and promote continuous improvement in scheduling processes.
- Stay abreast of emerging trends, technologies, and methodologies in advanced scheduling and operations research, and lead research and development efforts to enhance scheduling capabilities and effectiveness.
- Ensure compliance with relevant regulations, standards, and best practices governing scheduling processes in defense operations, including security and confidentiality requirements.
- Manage scheduling projects from initiation to completion, including defining project objectives, establishing milestones, allocating resources, and monitoring progress against timelines and budgets.
- Provide consultation and support to defense clients on scheduling-related issues, including feasibility assessments, solution design, and implementation planning.

- Collaborate with other functional teams such as logistics, procurement, and finance to align scheduling activities with broader organizational objectives and priorities.
- Identify opportunities for process improvement and innovation in scheduling methodologies, tools, and techniques, and lead initiatives to drive continuous improvement across the organization.
- Maintain clear and effective communication channels with stakeholders, document scheduling processes and decisions, and ensure that relevant information is accessible to all parties involved.

- Demonstrate adaptability and flexibility in responding to changing priorities, evolving requirements, and dynamic operational environments characteristic of defense operations.

Deputy Project Manager/HR Administrator

Ashpra Skills Private Limited (Zephyr Group)   **June 2017- February 2020**

- Supported senior managers and department leaders by completing projects and problem resolution under tight budgets and schedule demands.
- Lead and manage advanced scheduling projects, ensuring successful delivery within scope, budget, and schedule.
- Collaborate with cross-functional teams to curate relevant data, using both internal and external resources.
- Develop and expand client relationships, generating repeat business.
- Partnered with project team members to identify and quickly address problems.
- Delivered high level of service to clients to both maintain and extend relationship for future business opportunities.
- Provide thought leadership in advanced scheduling methodologies and best practices.
- Ensure the quality of products and services delivered to clients.
- Stay up-to-date with industry trends and emerging technologies related to advanced scheduling.
- Monitored and tracked project metrics and collected data to share with project members.
- Verified quality of deliverables and conformance to specifications before submitting to clients.
- Maintains administrative staff by recruiting, selecting, orienting, and training employees, Data Analytics.
- Maintain documentation of selected candidates.
- Identified and resolved risks to minimize project disruption.
- Mentored and guided staff to enhance performance and exceed customer expectations.
- Generated weekly and monthly status reports for helpful progress tracking. Planned, monitored and analyzed project costs to meet financial goals.
- Develops and implements policies and procedures to improve operations and function of the department.
- Lead and mentor a team of HR professionals to manage the full employee lifecycle, including recruitment, onboarding, and retention strategies.
- Oversee payroll processing for employees, ensuring accuracy and compliance with all tax and employment laws.
- Implement HR policies and procedures that increased employee satisfaction.
- Manage complex HR projects, including the rollout of a new HRIS system that improved data management and reporting capabilities.
- Administered payroll and benefits for employees, reducing payroll errors.
- Coordinated with department managers to streamline hiring processes, reducing time-to-hire.
- Assisted in the development and execution of annual HR plans and budgets.
- HRIS, CRM, InsightsHR.

Tecsour Infoserv Private Limited: **May 2015 - June 2017**

System Engineer/Project Coordinator

- Resolved issues and escalated problems with knowledgeable support and quality service.
- Analyzed security logs to determine and alleviate network threats.
- Compiled data and generated graphs to interpret results and suggest key operational improvements.
- Developed IT policies to comply with applicable laws. Planning the appropriate system needs of a company. Installing the appropriate systems.
- Providing support for the systems throughout the working day. Solving problems connected to the network and the systems. Monitoring the network efficiency.
- Create project schedules that include materials estimates and manpower needs to be submitted to management
- Work with field personnel to handle project issues as they arise
- Build a strong team by cultivating relationships between each crew and illustrating how individual team members affect the success of the entire project.
- Streamlined troubleshooting processes to improve system support and enhance communication between support team and end-users.
- Optimized networked software and operating systems by applying updates and patches.
- Delivered helpdesk service and support to customers. Negotiated with vendors.

Education

September 2019 -   IT & HR - Kolhan University   Master of Business Administrator
December 2021

July 2012 -   Computer Application - Netaji Subhas Institute of Business Management
August 2015

                                                 Bachelor Of Computer Application