

Title: "PMP® Certified Project Manager | Expert in Project Management Methodologies | Consulting | PMO | Agile | Strategic Management | Stakeholder Management | Risk Management | Planning and Forecasting | ~12 yr EXP"

To,

The Hiring Manager,

I am submitting herewith my resume for your perusal and favorable consideration for the post in **Project Manager** in your organization.

A systematic, organized, hardworking and dedicated team player with an analytical bent of mind with excellent academic credentials. **PMP® certified Project Manager**, holding a career across **Project Management, PMO, Consulting, Strategic Management, Stakeholder Management, Risk Management**, Negotiation, Planning, Contracts, Quality Initiatives, Technology, Critical Thinking, Problem Analysis and Resolution, determined to be a part of the growth-oriented organization in the realm of **Management Consulting / IT Project Management / Technology / Data Science / EPCM / LSTK**. Expert in Project management Knowledge areas, tools and techniques used throughout the project lifecycle. Expert in Agile practices like Scrum and Kanban etc.

A hard working and talented individual, seeking a challenging position that would synergize my skills and knowledge with the organization objectives. A responsible, reliable and committed professional, expert in managing cross-functional and cross-cultural team.

The above credentials along with my enclosed resume make me ideally suitable for a position in your organization.

I am excited about the *possibility* of an *interview* at your earliest convenience to further discuss my credentials with you. I can be reached at my Email: manoj.singh2508@gmail.com or my mobile number, call me at **+91 9687426778** .

Thanking you,

Yours sincerely

MANOJ SINGH

P.S: Since **my** distinctive background has well equipped me with the tools to be an asset to your organization. **I** would like to restate my desire of an *interview* for the position of Project Manager. **I** am available immediately and can be reached directly on my mobile phone number, call me at **+919687426778** Thank you so much!

MANOJ SINGH, PMP®


Project Manager

PMP® Certified Project Management Professional with Strong analytical skills, having 12+ years of experience in managing cross-functional and cross cultural team. Proven track record of proactively managing project communication, Stakeholder, risk, issues, requirements via value delivery, cost, schedule, resources, procurement, and quality.



 manoj.singh2508@gmail.com

 +919687426778

 Visit my blog

@projectsz.wordpress.com/my-cv

Nationality: Indian

Passport No.: Z6002130

Date of Birth: 25/08/1986

Skills:

Project Management

PMO/Governance

Stakeholder Management

Project Integration / Planning

Developing, Monitoring, and

Controlling

Engineering / Design

Strategic and Business

Management

Leadership

Agile

Verbal and Written communication

Problem solving

Stakeholder Management

Change Management

Procurement Management

Contract Management

Strong Analytical Skills

Data analysis using Python

Critical Thinking

MIS Reporting

Negotiation

Proactive approach

Risk Management

PROFILE:

- ◆ Diligent and result-oriented Professional and Technical expert offering expertise across Project Management, Program Management, Product Management, Consulting, PMO, Stakeholder Management, Risk Management, and Quality Initiatives.
- ◆ Coordination with cross-functional and cross-cultural team for successful completion of projects. Dealing with Management, Sponsor, customers, third party agencies, and vendors independently.
- ◆ Expert of AGILE Project Management Methodologies and ceremonies.
- ◆ Expert in implementing process improvements via value delivery, Quality initiatives etc.
- ◆ Expertise in planning, executing, Monitoring & Controlling, and Closing of the projects; skilled in conceptualizing process initiatives to enhance efficiency and productivity.
- ◆ Experience with Standards DEP, ISO, NEC, IEC, IEEE, NEMA, ANSI.
- ◆ Manage all aspects of medium sized projects from Order receipt to closing the project technically and commercially. Managing Stakeholder, Quality, Cost, Time, Risk, in project execution.
- ◆ Sound technical, Good communication skills, honesty, integrity, sincerity, positive approach, commitment towards my work and capability to understanding any engineering work.
- ◆ Status Reporting of key Metrics (resources, issues, customer satisfaction, Cost, Schedule) of assigned Project. Prepare & submit progress report in proper channel, vertical, in proper formats (Histograms, Pareto, Gantt charts), at designated intervals. Conducting periodic project reviews with relevant stakeholders.
- ◆ Experience in providing pre-bid support, Earned Value Analysis, Billing, Budget, Milestone payment.
- ◆ Ensure that baseline project documents are produced, maintained, made available to relevant stakeholders.
- ◆ Managing Procurement, Conflict resolution and negotiation.
- ◆ Expert in analytics using various tools like Power Bi, Advance Excel etc.

Education Qualification:

Bachelor of Engineering - Electrical & Electronics Engineering
Shri Shankaracharya Technical Campus, Bhilai ▶2008.

HSC ▶N.H.S.E.M.S▶C.G.B.S.E▶2004, India

SSC ▶N.H.S.E.M.S▶C.G.B.S.E▶2002, India

CERTIFICATIONS

Sr No	Description	Certificate number	Issuing Authority
1	Project Management Professional (PMP®)	3266692	Project Management Institute
2	Certificate Programme In Data Science & Machine Learning	Pursuing	Indian Institute of Technology, Delhi



IT SKILLS:

Excellent IT skills and engineering software experience including:

Primavera

JIRA

MS Projects,

Power BI

Data Analysis

Advance Excel

Artificial Intelligence

Machine learning

And many more

Programming Language:

Python

Type of project handled:

Project Management/ Engineering:

Biomass to Ethanol

Renewable Energy

MEP

Oil collecting stations

Offshore rigs, well heads

EPC/Process plants

Oil production/process stations

Thermal power stations / STG /BOP

Gas Power stations / HRSG

Electrical Design

Electrical sub-station projects.

Transmission Line projects

Cross country Pipeline projects

Interest:

Project Management

Management Consulting

Data Science

Engineering Consulting

Analytics

WORK EXPERIENCE:

Chemical Systems Technologies (I) Pvt. Ltd., New Delhi Jan, 2019-Aug, 2023 Project Manager - Coordinator

- ♦ Reviewing and finalization of tender documents – scope of works, General conditions of contracts and special condition of contracts, approved makes, details specification project works.
- ♦ Reviewing and finalization of services BOQ's and drawing and getting the same finalized through consultants.
- ♦ Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- ♦ Organizing stakeholder meetings and performing Contract Administration.
- ♦ Ensuring project deadlines are met. Determining project changes. Providing administrative support as needed. Undertaking project tasks as required. Developing project strategies.
- ♦ Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- ♦ Assess project risks and issues and provide solutions where applicable.
- ♦ Monitor day to day work progress and prepare the MIS reports.
- ♦ Procurement management: coordinating for factory inspection, logistic activities and maintaining material track.

Projects:

- EPC of Size reduction Mill system for **100 KLPD of 2G Ethanol From Biomass At IOCL, Panipat**

Petroleum Development Oman

Dec, 2016 – Nov, 2018

Contract hire through Intertek Project Control and quality

- ♦ Project Monitoring & Control: - Tracking, Follow Ups, Reporting, Review, Meetings, Agendas & MOMs.
- ♦ Enforcing of compliance to: Drawings, Specifications, Quality, Timeline, Safety.
- ♦ Co-Ordination and Management: - Complete Integration Between the Clients, Vendors, Design team, Operations & Finance.
- ♦ Reporting to Key stakeholders & Documentation of Project Reports.
- ♦ Project Closure: - Testing & Commissioning Report, As Built Drawings, Snag List & De-Snagging, BOQ Billing, Warranty Certificates and SOPs, Manuals.

- ◆ Handover: Ensuring Project Closure on Time and as per the contract.
- ◆ Flawless Project Delivery: Responsible for identifying and implementing process improvements.

Projects executed:

- **Various Lekhwa Oil field development projects.**
- **Various well delivery Projects and Maintenance.**
- **Kauther Depletion Compression Project-2**
- **Shai Rawal Combined cycle power station.**
- **Various Transmission line and sub-station projects up to 132kV.**

Selective Marine Services LLC, UAE (Contract)

2014 – 2014

Electrical and Instrumentation Engineer (Offshore): Commissioning

Reason to Leave: To take care of mother illness.

Managing Modification and commissioning of various Offshore Drilling Cyber Rigs.

Project:

- **MAPNA Oil & Gas Development Co., Iran**
Offshore Rig: Mapna Driller 1 (*Sixth Generation*)

STX Heavy Industries Co LTD, South Korea (Contract)

2013 – 2013

Electrical and Instrumentation Engineer

Project Engineer

Reason to Leave: Company Evacuated Third country nationals due to Rise of ISIS.

- ◆ Project Planning, Control and monitoring.
- ◆ Stakeholder Management: including Clients, Vendors and Internal team (Design Team, Procurement team, operation team, sales team, Finance team)
- ◆ Project Reporting to Key stakeholders.
- ◆ Design Engineering Coordination and managing vendor deliverables and integration.
- ◆ Facilitating Meetings and managing resources and KPIs.
- ◆ Project Quality.
- ◆ Handover and Project Closure.

Projects executed:

- **Zubair Oil Field Development Project, Iraq**

Upstream Oil and gas construction project of Installation of Fiscal metering system and DGS capacity 1200 Kilo barrels of oil per day.

BSBK Engineers Pvt. Ltd., New Delhi

2012 – 2013

Sr. Engineer - Electrical and Instrumentation

- ◆ Project Execution.
- ◆ Team Management
- ◆ Complete Co-ordination with Clients, Vendors and Internal team (Design Team, Procurement team, operation team, sales team, Finance team)
- ◆ Project Reporting to Key stakeholders.
- ◆ Daily basis Meetings and target
- ◆ Billing of BOQ.
- ◆ Project Quality.
- ◆ Handover and Project Closure.

Projects executed:

- **Adani Maharashtra Power LTD, Tiroda (IN)**
EPC of 660X5MW Power project.
- **MAHAGENCO BHUSAWAL TPP (IN), Bhusawal (IN)**
EPC of 500X2MW Power project.
- **North Chennai Thermal Power Station, Chennai (IN)**
EPC of 600X2MW Power project.

RAMA NEWSPRINT AND PAPER LTD, Surat**2011 – 2012****Electrical Engineer**

Operation, Maintenance and Projects of coal based Captive power plant 46 MW

SIRPUR PAPER MILLS LTD, Sirpur Kagaznagar**2009 – 2010****Apprentice Trainee****Reason to Leave: Training Ended**

Operation, Maintenance and Projects of coal based Captive power plant 41 MW

TRAININGS

Sr No	Description	Certificate number	Issuing Authority
1	35 hours of Project Management training through PMI Authorized Training Partner		Henry Harvin India Education LLP
2	Fundamental of Agile Project Management		Project Management Institute.
3	Fundamental of Waterfall Project Management		Project Management Institute.
4	Project Management Simplified		LinkedIn Learning
5	SPI Intools		Monarch Solution
6	BOSIET		Guruship
7	HSE Orientation / H2S induction		TATI, Muscat
8	Environment Awareness Training	619756	PDO, Muscat
9	Anti-Bribery and corruption online training program	615655	PDO, Muscat

MEMBERSHIP

Sr No	Description	MEMBER ID	Issuing Authority
1	Member of Project Management Institute	5294281	PROJECT MANAGEMENT INSTITUTE

References: Available on Request



THIS IS TO CERTIFY THAT

Manoj Singh

HAS BEEN FORMALLY EVALUATED FOR DEMONSTRATED EXPERIENCE, KNOWLEDGE AND PERFORMANCE
IN ACHIEVING AN ORGANIZATIONAL OBJECTIVE THROUGH DEFINING AND OVERSEEING PROJECTS AND
RESOURCES AND IS HEREBY BESTOWED THE GLOBAL CREDENTIAL

Project Management Professional (PMP)®

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE

Jennifer Tharp | Chair, Board of Directors



Mike DePrisco | Interim President & CEO

PMP® Number: 3266692

PMP® Original Grant Date: 12 July 2022

PMP® Expiration Date: 12 July 2025



Fundamentals of Agile Project Management

ISSUED TO

Manoj Singh



Issued on: 20 MAR 2023 | Issued by: Project Management Institute
Verify: <https://www.credly.com/go/67hf26U4>



Fundamentals of Waterfall Project Management

ISSUED TO

Manoj Singh



Issued on: 17 FEB 2023 | Issued by: Project Management Institute
Verify: <https://www.credly.com/go/RNLCcgo>



This is to certify that

Manoj Singh

is a member of Project Management Institute, the world's leading association for those who consider project, program, or portfolio management their profession; and upholds the Institute's Code of Ethics and Professional Conduct.

PMI® CERTIFIED
MEMBER



Project Management Institute

Powering The Project Economy™



Credential Earned



Jira Fundamentals Badge

Completed by Manoj Singh on April 23, 2023

Score: 90 Completion ID: 255629675

Credential Earned



Confluence Fundamentals Badge

Completed by Manoj Singh on May 14, 2023

Score: 97 Completion ID: 258724565

