***Sasibalan Chidambaram.PMP***

**Address:** 12/88, Lakshmi nagar, Polichalur, **Mobile:** +91-9600566949

Chennai – 600 074, INDIA **E-mail:** sasibalan.c@gmail.com

**Date of Birth:** 13th May 1985

**Objective:**

Seeking assignments in Project management, service delivery, and client servicing with a reputed organization in Engineering and construction sectors.

**Scholastics and certifications:**

2009: **MBA** (in operations and marketing) from Crescent business school, Tamilnadu

2018: **PMP** certification from Project Management Institute

**Professional synopsis:**

* Organized, dedicated, goal/results oriented manager with over 5 years of progressive experience
* Presently associated as a project manager with SPi global, Chennai
* Successfully managing print learning projects to deliver what was required and in line with expectations ensuring customer delight leading to account growth
* Complete project life cycle expertise. Applying project management principles for creating detailed plans/schedules/workflows, risk management, change management, integration management, quality management, facilitating communication, driving accountability, monitoring progress against plan, controlling, reporting and closing.
* Evaluating customer requirement to develop proposals (RFP/RFI) and creating SOWs
* Experienced within remote teams, cross-functional matrix organization, and vendor management
* Leading and coordinating cross functional teams composed of designers, graphic designers, conversion specialists, subject matter experts and quality leads.

**Career Timeline:**

* **Project manager** Managed full service print /online projects for college and corporate learning. SPi Global (Feb 2017 to Feb 2018)
* **Project manager** Managed very short turnaround and challenging book publishing projects for Pearson custom division. SPi Global (Dec 2013 to Jan 2016)
* **Senior executive (Operations management)** Monitoring and controlling a day to day deliverables and establishing custom workflow for McGraw hill and Pearson US custom projects. SPi Global (Mar 2013 to Nov 2013)
* **Project Management trainee** Analyzing productivity of employees, factorizing hitches (such as bugs and training issues) that affect productivity and providing weekly presentations to the CEO. Internal follow-ups, scheduling, updating status records. TNQ books and Journals (July 2011 to Feb 2013)

**Work experience: Project Management**

* Actively involved in all process groups of project life cycle right from Initiation to Closing stage.
* Collecting initial requirements from client and performing stakeholder’s analysis to understand project constraints and risks
* Creating and monitoring all plans including schedule, cost, risk and vendor management
* Meticulously following up with stakeholders for requirements and feedbacks on phase deliverables
* Motivating and inspiring the overall team members to enhance their performance
* Designing reports, checklists, Standard Operating Procedures, tracking and communication measures
* Auditing the workflow process along with QA team and providing suggestions on improvement
* Tracking and managing schedule and cost variance
* Mentoring assistant project managers and executives in project management

**Work experience: Senior executive (Operations management)**

* Responsibly heading an 21 members team with diplomacy that benefits team members as well as top management
* Overseeing the performance of the Team members and Reviewers and being an effective mentor
* Analyzing the upcoming volume and plan for manpower, systems (server, software and hardware)
* Providing weekly presentations to the higher management on the project performance (schedules, quality, client feedback, manpower status and process improvements)
* Ensuring that all the process steps are followed as per the defined SOP and violations reported to the department heads

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| **QUALIFICATION** | | | |
| **COURSE** | **INSTITUTE** | **PERCENTAGE** | **YEAR** |
| MBA-OPERATIONS | Crescent Business school, Chennai | 82 | 2011 |
| B.PHARM | Madurai medical college, Madurai | 68 | 2008 |
| HSC | Private | 86 | 2004 |
| SSLC | Alagappa hr. sec school, Karaikudi | 89 | 2001 |

**HOBBIES & OTHERS**

***Hobbies:*** Surfing, Singing, Playing Carom, Playing Cricket

***Languages known:*** English, Tamil

***Office automation:*** MS-office

***Type writing:*** English (Lower)

**Place:**Chennai **Name:**

**Date:** **Signature:**