

SAURABH JADHAV

MSc Project and Program Management, France

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Project Manager

Process Management | Project/Program Management | Agile, Scrum, & Kanban | PRINCE2 | ClickUp

PROFILE

Experienced and self-motivated and driven graduate with a Master's degree in Global Project Management from France with proven 5 years of experience in the Automobile and Software development in a multi-cultural context, encompassing proven abilities in process Project/Program Management, Customer Service, Document Sourcing, Agile & SCRUM methodologies, and MS Project, ClickUp, JIRA, Trello, Slack, Product Development with an ability to quickly adapt in diverse industries. Received appreciation from business heads for significant contribution towards the development of organization. Regularly entrusted with greater responsibilities by the management. Facilitate a team approach to achieve organizational objectives & milestones, increase productivity and enhance employee morale. A Certified CAPM, Agile and PRINCE2 practitioner with an ability to quickly adapt to diverse industries.

SKILLS

Advanced: Project Mgmt. • Scrum • Agile PM • PRINCE2 • Change Mgmt. • MS Project • MS Office 365 (Excel, Power Point, Word) • Stakeholder Mgmt. • Key Performance Indicator (KPIs) • Scheduling & Planning • Risk Mgmt. • Atlassian JIRA • Auto CAD • B2B • Trello • Slack • G Suite • Supply Chain • ClickUp • Looker Studio (Data Studio)

Intermediate: Data Analysis • Product Dev. • MS Share Point • MS Flow • MS Visio • Tableau • Power BI

Improvement Tools: 7QC tools • PDCA • FMEA • DFMEA • PFMEA • APQP • Lean Tools • Six Sigma • V cycle

Interpersonal: Communication • Team-Work • Proactive • Problem-solving • Leadership • Collaboration • Negotiation • Attention to Details

PROFESSIONAL SKILLS

PROJECT/PROGRAM MANAGEMENT

- Program Management to deliver End to End Solutions
- Project Initiation, planning, execution, monitoring & control, techno-commercial skills & Business case preparation, Requirement gathering for a Sprint
- Feasibility based for new projects/proposals based on past knowledge/lessons
- Maintain Risk Register, Issue identification, analysis and escalation
- Quality, cost & resource management
- Root cause analysis and problem solving, good listener
- Preparation of Business case inputs based on initial assumptions
- Estimation of costs, resources, and time required to complete a project and monitoring of activities
- Initiation of stakeholder meetings in order to define project scopes according to customers' needs
- Identification, development and gathering of resources necessary to complete the projects
- Defining and engaging stakeholder within group to support the projects
- Structuring the project activities to suit the specific scope and the risks identified

EDUCATION

SKEMA BUSINESS SCHOOL

MS Project Programme Management and Business Development.

LILLE, FRANCE

September 2018 – March 2020

SAVITRIBAI PHULE PUNE UNIVERSITY

Bachelor of Engineering in Mechanical Engineering

MAHARASHTRA, INDIA

JULY. 2013– JUNE. 2016

WORK EXPERIENCE

MASTROKE

Lucknow, Uttar Pradesh (Work from Home)

Project/Process Manager

Dec. 2023 – Present

- Analyzing the efficiency of existing business processes and providing improvisation time to time.
- Creating and presenting process improvement reports and Identifying areas of improvement.
- Overseeing the implementation of new business processes as per requirement.
- Updating SOP and procedure policies and troubleshooting and improving new processes.
- Conducting ongoing analysis of processes in line with industry regulations.
- Implemented Looker Studio to build dynamic dashboards for tracking project progress and identifying areas for improvement, resulting in a 20% increase in team efficiency.
- Staying up to date with the latest technology and improvement strategies.
- Meeting with Wing Leaders/Batch Leaders to discuss wing's/teams' growth.

STSICILY

SICILY, ITALY

Assistant Project Manager

February. 2020 – August. 2021

- Participated in project meetings with the Technical Project Manager and stakeholders, cross-functional teams, business analysts, and external stakeholders, and coordinate project roadmap using JIRA/MS Project and data visualize using Tableau with subcontractors within time, budget, and quality.
- Collaborated with Program/Project Managers to resolve issues within individual projects and large multi-disciplinary projects with multi-disciplinary teams.
- Developed custom data visualizations using Power BI to improve project tracking and reporting, resulting in a 20% increase in team productivity.
- Implementing change management practices offers viable solutions & opportunities as they arise.

SPODDLE INC.

ANTWERP, BELGIUM

Intern – Business Development

JULY. 2019 – DECEMBER. 2019

- Supported the development of the business portfolio and Lead Generation, and Monitoring of regulatory changes.
- Created Revenue Growth KPI Dashboards, Presentations, supporting negotiations, and deal structuring.
- Assisted with the implementation of change management, and Develop project work plans, schedules, budgets.
- Leading, mentoring & monitoring the Virtual Cross-Functional Team members towards program goals with the support of Slack, Trello, Jira, MS Project etc..
- Collaborated with cross-functional teams on process improvement initiatives, utilizing SurveyMonkey surveys to gather feedback from stakeholders and achieving a 20% improvement in project efficiency.
- Coordinated Project details, monitor progression, and verify completion with international and interdisciplinary teams.

BHISE INTERNATIONAL AUTO INDUSTRIES

MAHARASHTRA, INDIA

Senior Engineer

JULY. 2016– MARCH. 2018

- Designed project requirements in cooperation with data analysis teams and implementing change management and mitigate unforeseen problems creatively and effectively.
- Responsible for handling and analysis of critical orders and maintaining the KPI's with a success rate of 97% and prepared a monthly performance report with success metrics of the project up to \$2M...
- Facilitating senior management and functional heads for resolving issues and decision making.
- Establishment of review mechanism at different levels for better control of Project.

LANGUAGES AND CERTIFICATES

Languages: English (Fluent), French (Intermediate), German (Intermediate), Hindi (Fluent), Marathi (Fluent)

Certificates: • PMI's CAPM, • Agile PM Foundation, • PRINCE2 Foundation in Project Management