

# SAURABH JADHAV

Address: 422010, Nashik, India

Nationality: Indian | DOB: November 5, 1993

Phone: (+91) 9272391491 | Email: [saurabhjadhav@gmail.com](mailto:saurabhjadhav@gmail.com)

LinkedIn URL: <https://www.linkedin.com/in/saurabhjadhav/>



## 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 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 • 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

### 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
- Feasibility based for new projects/proposals based on past knowledge/lessons
- Risk/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

*Project/Process Manager*

Dec. 2023 – Present (Work from Home)

- 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.
- 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.
- 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..
- 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), Hindi (Fluent), Marathi (Fluent)

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