



Abhai Surti

Contact: +91-8238218235

LinkedIn:

<https://www.linkedin.com/in/abhai-s-b20854140/>

Email: surti.abhai007@gmail.com

SUMMARY

Overall 6+ Years of experience IT sector with 2 Years as Project Manager and 2 Years as Business Analyst. Proven expertise in planning, executing, and closing projects while ensuring alignment with business goals. Having comprehensive knowledge of the Software Development Life Cycle (SDLC) and AGILE method. Adept at fostering collaboration, communicating effectively, and adapting to dynamic environments. Can transform business requirements into functional requirements and designing business models using diagrams.

WORK EXPERIENCE



Crawlapps Technologies

Present

Project Manager

Total Experience

6 Years

TOOLS



Microsoft Office Tools, JIRA, Trello, Visio

Google Docs & Sheets

Skype, Zoom, Slack, Zoom and other call based tools

EDUCATION



Charusat University

2013 - 2015

MSc. (IT)

VNSGU

2010 - 2013

BCA



KEY SKILLS

Requirement Analysis

Problem-solving and decision-making

Team leadership and motivation

Teamwork

Wireframes

Requirement Gathering

Quality Assurance

Communication and negotiation

Agile & Scrum Methodologies

Project planning and execution

Critical Thinking

Wireframes & Diagrams

Proposal Writing

Change Management

Time Management

Budgeting and financial management

Stakeholder Management

Process Analysis



CERTIFICATIONS & ACHIEVEMENTS

- “Foundations of Project Management” Certification from Google at Coursera in August, 2023.
<https://www.coursera.org/account/accomplishments/verify/BJCBBMQF28C6>
- “Project Manager” Certification from Great Learning in July, 2023.
<https://verify.mygreatlearning.com/verify/NPULLBKP>
- “Business Analysis for Project Managers” Certification from LinkedIn Learning.
<https://www.linkedin.com/learning/certificates/eb2548de14f5d1aef50dce47c2fb1c036c325324bca1503817f3a2cecd0d6cd>
- “Business Analysis Fundamental Course” Certification from Udemy.
<https://www.udemy.com/certificate/UC-94c0b6aa-c1f1-4a59-8f19-bd2a53461517/>



LANGUAGES

English

Hindi

Gujarati



WORK EXPERIENCE

1

Company **Crawlapps Technologies**

Location Surat, Gujarat

Experience February 2023 – August 2023

Position Project Manager

Work Key Result Areas worked in Crawlapps Technologies:

- Description
- Managing team of 30+ IT Experts in different technologies.
 - Took the lead in all aspects of the project lifecycle, including initiation, planning, scheduling, execution, task monitoring and management, control, implementation, and eventual closure.
 - Daily scrum call for all projects with all team members.
 - Resolving queries and provide the suggestions related to project to team members and clients.
 - Creating Weekly Sprints for Developers and Preparing daily tasks and assign tasks to developers & tracking all tasks of team members in Clickup Project Management Software.
 - Create weekly and monthly report for the project and present project updates to client and senior management.
 - Maintain project documentation including current estimation, meeting discussions, change request, etc.

2

Company **AppStoneLab Technologies**

Location Surat, Gujarat

Experience July 2021 – January 2023

Position Project Manager

Work Key Result Areas worked in AppStoneLab Technologies:

- Description
- Initiated everything related to project like planning, scheduling, execution, monitoring, controlling, implementation and closure.
 - Prepare the project timeline and share to client
 - Client Discussion and Meeting related to project.
 - Working on Agile Methodologies
 - Managing team of 20+ IT Experts all over the worlds.
 - Creating Milestones for Developers and Preparing daily tasks
 - Project Planning and tracking all tasks of employees in Project Management Software
 - Internal Team Meetings and Discussion and Prepare next plan.
 - Managing tasks in JIRA and Trello.
 - Prepare analysis report and provide the regular updates to client.

3

Company **CMARIX Technologies**

Location Ahmedabad, Gujarat

Experience February 2021 – May 2021

Position Business Analyst

Work Description Key Result Areas worked in CMARIX Technologies:

- Analyze client requirement by gathering data.
- Communicate with client to understand the requirement.
- Develop the business architecture and prepare the scope document of mobile and web based requirement for client in Word document.
- Discussion with client on basis of scope document and finalized the scope.
- Based on finalized scope preparing the business proposals and share with client.
- Also prepare the Work Breakdown Structure for client in Excel sheet after client finalized the proposal.

4

Company **ManekTech**

Location Ahmedabad, Gujarat

Experience July 2019 – January 2021

Position Business Analyst

Work Description Key Result Areas worked in ManekTech:

- Understand client web based requirement by gathering data.
- Communicate with client for business requirements to understand data and process models.
- Creating module list using Google Sheets & preparing the business proposals
- Create the process flow diagrams using online tools and create wireframes using Axure. Designed and developed scenarios based on business requirements.
- Create the case study documents and presentation files for the project.

5

Company **Tri-Force Consulting IT Services**

Location Ahmedabad, Gujarat

Experience December 2018 – June 2019

Position Business Development Associate

Work Description Key Result Areas worked in Tri-Force Consulting Services:

- Search US Federal Agencies and Government requirement.
- Gather the data for the specific requirement
- Create and prepare the proposal document in Word
- Create and prepare CVs for proposals.
- Prepare the other documents for proposal and submit the all documents to the specific website or via Email.

6

Company	SaiKrupa IT Software Solutions
Location	Navsari, Gujarat
Experience	February 2016 – February 2017
Position	Web Developer
Work Description	<p>Key Result Areas worked SaiKrupa IT Software Solutions:</p> <ul style="list-style-type: none">• Creating a website using HTML/CSS and integrate data using PHP and MYSQL.• Maintain web portals and give suggestions for future improvements.• Used various programming tools and techniques for obtaining solutions.• Teach programming languages to students.• Prepare and help students for last semester projects.

7

Company	Lysung Ventures
Location	Surat, Gujarat
Experience	July 2015 – January 2016
Position	PHP Developer
Work Description	<p>Key Result Areas worked in Lysung Ventures:</p> <ul style="list-style-type: none">• Implementing web applications and user interfaces• Create open-source website for clients.• Maintaining the existing websites.• Develop functionality according to the client's needs.