U**tkarsh Jain**

Utsfvfv



**Agile Project Manager**

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# Results-driven Agile and Waterfall Project Manager with extensive experience leading successful projects in dynamic environments. Proven expertise in applying Agile methodologies, such as Scrum and Kanban, to deliver projects on time and within budget. Skilled in managing cross-functional teams, fostering collaboration, and driving continuous improvement. Proficient in Agile and Waterfall project management frameworks, tools, and techniques, including backlog management, sprint planning, and risk mitigation. Adept at stakeholder engagement, requirements gathering, and facilitating effective communication. Seeking a challenging role where I can leverage my diverse project management skills to deliver high-quality solutions and drive organizational success in both Agile and Waterfall project environments.

# **Profile Summary**

* Experienced leader with over 9 years of experience in Program Management, Business Transformation, And Client Engagement
* Skilled in project management using Agile and Scrum methodology, with experience in managing all project phases, coordinating resources, budgeting, and vendor management.
* Success in ensuring client delivery by addressing emerging issues, securing adequate resources, devising program plans, and managing risks, dependencies, issues, and escalations.
* Proven success in implementing data science solutions and driving transformations, with expertise in defining service standards and governance structures.
* Established the delivery framework & metrics for different types of projects being delivered and enhanced the delivery capability of programs by architecting multiple solutions which led to shorter development cycles and margin advantage to multiple accounts.
* Expertise in driving innovation, digital and business transformation, and technology integration to enhance revenue.
* Proficient in transforming processes and enabling innovations in service delivery, including establishing digital practices and technology roadmaps.
* Customer Centric Professional; efficient in interacting with clients for following up on unresolved issues; effective in ensuring high-quality customer experience, enriching customer satisfaction.
* Analytical, dedicated, and versatile people manager with skills in recruiting, leading, training, and monitoring high-performing teams.

# **Core Competencies**

* Project Management & Delivery Excellence
* Project Roadmaps, Policies, Procedures & Frameworks/ Project Benchmarking
* Cost & Resource Optimization
* Risk Assessment & Mitigation
* Agile & Scrum Methodologies
* Change Management & Process Improvement
* Client Relationship Management
* Team& Stakeholder Management & Leadership

**Technical Skills**:

**Cloud Platform:** AWS, Microsoft Azure, Google Cloud, Oracle HCM

**Project Management Tools**: Monday.com, Teamwork, Jira, Confluence, OpenAir, Zoho Projects, redmine

**Other Tools**: PowerBi, MSSQL

# **Organizational Experience**

**Nov'21-Present, Consultant Project Manager-Delivery), Aarete Technosoft (P) Ltd., Pune**

Key Result Areas:

* Undertook large-scale, complex technology transformation programs, ensuring the quality and timeliness of deliverables.
* Coordinated project KPIs to maintain project on target, made tactical decisions to allocate resources, and assigned staff requirements
* Built positive relationships with customers by assisting them to implement services and plan projects effectively, managed invoices and bills, identified upselling and cross-selling opportunities, addressing customer queries and issues, and generated new business
* Managed resource planning, risk management, and mentoring, as well as vendor/partner strategy and framework implementation
* Led end-to-end delivery of the program, and ensured objectives were met for estimation, risk, scope, time, resource, quality, change management, contract variations, and additional services
* Worked on strategic implementation while ensuring cost optimization, productivity enhancement, and revenue growth through customer applications
* Enhanced client satisfaction through the timely roll-out of critical initiatives and maintained updated process documentation
* Facilitated Scrum ceremonies, including daily stand-ups, release planning, sprint planning, sprint reviews, retrospectives, backlog grooming sessions, and generated sprint reports using JIRA

# **Previous Experience**

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| Jan'19-Oct'2021, Implementation Manager, I-Engineering Software Pvt Ltd, Ahmedabad , Gujurat |

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| Feb'15-Dec'18, Implementation Project Manager, eClinical Works India (P) Ltd., Ahmedabad, Gujarat |

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| July'14-Feb'15, Business Analyst, Full-E-stop Solutions (GIMPL Infotech), Jaipur, Rajasthan |

# **Education**

 B.Tech. (Computer Science and Engineering) from Rajasthan Technical University, Kota in 2014 with 64.6%

# **Certifications**

2023: Business Intelligence using Power BI

2022:Google Project manager

2021: Certified Scrum Master (CSM)

2021: MSME- TCD GOI, Lean six sigma black belt certificate

# **Personal Details**

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| Date of Birth: 19th Sept 1991  Languages Known: English, Hindi  Address: Pune, Maharastra |

Kindly refer to the annexure section for project details

Annexure

Project: HCM – Payroll Integration

Client: SYNLAB

Role: Technical Lead (PM-Delivery) Highlights:

* Collaborated with multiple teams from SYNLAB worldwide
* Developed an integrated solution to streamline and optimize the integration of the Local Payroll System with the HCM, improving employee event management (such as assignment and salary changes) across both systems
* Implemented the setup individually for each country, taking into account that each country would continue to use their own payroll system even after Oracle HCM was implemented
* Received details for 7 different countries and engaged with different stakeholders for each country
* Established plans and resources needed to meet project objectives, including setting realistic timelines and checkpoints
* Ensured performance, status, and safety adherence by eliminating discrepancies through regular reviews
* Provided precise and detailed quantity take-offs from project drawings and technical specifications
* Shared risk with stakeholders regularly as the engagement involved a continuous effort and relied on multiple individuals from various locations
* Communicated project plans and progress to key stakeholders, such as project contributors, business, operational, and technical resources

Project: Sharaf DG Dubai

Client: E-commerce

Role: (PM-Delivery)

Highlights:

* Completed a meticulous, step-by-step implementation of the Agile framework for the project
* Established effective communication channels between all stakeholders in the project
* Ensured that the team adhered to the values, principles, and practices of Agile methodology to effectively plan, manage, and deliver solutions
* Identified, managed, and resolved tasks, issues, risks, and action items using Agile methodology
* Conducted and facilitated Scrum events, meetings, and decision-making processes
* Coordinated and organized demos and product/system testing to ensure optimal performance
* Encouraged and promoted collaborative processes, while also removing any obstacles for the Scrum team
* Created detailed status reports and presented them to stakeholders to keep them informed about the project's progress

Project: EMR & Healow (Mobile Application) Role: Project Manager

Highlights:

* Delivered huge data migration projects for high-profile clients such as City & County of San Francisco, NFL, and CCA
* Developed implementation methodologies to meet project goals while reducing costs
* Identified plans and resources needed to achieve project objectives by creating realistic timelines and checkpoints
* Reviewed performance, status, and safety adherence to eliminate discrepancies
* Managed 700+ internal personnel, contractors, and vendors
* Provided accurate quantity take-offs from project drawings and technical specifications
* Coordinated with contractors to manage performance and meet project deadlines
* Communicated project plans and progress to key stakeholders
* Applied agile methodology to shorten cycle time and achieve target margins
* Worked effectively with multiple Scrum teams both internally and offshore
* Facilitated Scrum framework, including sprint planning, backlog grooming, daily scrums, sprint reviews, and sprint retrospectives
* Proactively identified and resolved issues to keep projects on track
* Managed product backlog and supported Scrum framework for monthly sprint releases
* Collaborated with product owners, team members, technologists, and other scrum masters to drive progress
* Shielded scrum team from external interference for optimal productivity and success of the Agile process
* Led sprint reviews, daily scrums, and planning meetings to achieve full team engagement
* Worked closely with project members to quickly address problems and adjusted project plans to account for changes
* Prepared burn-down charts, product backlog, and schedule, and conducted daily scrum and sprint reviews
* Managed and motivated project teams to promote collaboration and keep members on-task and productive
* Created weekly and monthly reports and reported to higher management
* Provided internal consulting to team members and stakeholders
* Worked with different teams to ensure end users (doctors, patients, and pharmacies) could use the application flawlessly
* Ensured data reflecting on the application was accurate and collaborated with the mobile development and implementation teams
* Helped hospitals and groups connect with the EMR company to perform online consultations during the pandemic
* Worked with the Finance team to process billing for certain hospitals that implemented the EMR

Project: Distinguish Project for Android and Web Apps

Role: Business Analyst

Highlights:

* Requirements Gathering and interacting with stakeholders, such as business managers, users, and technical teams, to elicit and document business requirements.
* Analysis and Documentation to gather requirements, identify gaps and inconsistencies, and create detailed documentation, such as functional specifications, use cases, process flows, and data models. These artifacts serve as a blueprint for the development and implementation of solutions Analysed, planned, and developed requirements and standards for scheduled projects.
* liaison between different stakeholders, facilitating communication and managing expectations. They ensure that all relevant parties are involved and informed throughout the project, providing updates, clarifying requirements, and addressing concerns. Made vital decisions and derived decision-making across projects.
* Business and domain Knowledge for understanding of the organization's industry, business model, and operations. They stay informed about market trends, technological advancements, and regulatory changes to provide valuable insights and guidance for decision-making.