

SUMAN DHANAI

PROJECT MANAGER

Versatile Project Manager dedicated to boosting company revenue through exceptional leadership and rigorous cost control techniques. Proven success revamping processes and procedures and increasing efficiency and product quality.

PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come with interesting ideas

CONTACT INFORMATION

Address Dehradun, Uttarakhand

Email dhanaisuman@gmail.com

Phone no. 8979876811

EDUCATION

- Master of Computer Applications (MCA) from Jaipur University
- Bachelor of Computer Applications (BCA) from HNB Garhwal University
- Intermediate from Uttarakhand Board

LANGUAGES KNOWN

English And Hindi

TECHNICAL SKILL

- ❖ Web Technologies: HTML5 Responsive, CSS, CSS3 & JavaScript, WordPress.
- ❖ Databases: MYSQL, SQL.
- ❖ Operating Systems: Win XP, Win 2k Professional, Win 7&8.
- ❖ Multi Media Tools: Adobe Photoshop, Adobe Illustrator, Adobe Acrobat Pro, Corel draw.

HOBBIES

- Playing Cricket
- Doing yoga
- Playing Chess

WORK EXPERIENCE

- Two year of work experience in Hotel Mayank as **IT Manager**.
- Working with lingo chaps Translation services as an **Project Manager**

PROJECTS

Company Name: Lingo Chaps Translation Services

Designation: Project Manager

Duration: From August 2018 till now.

- Developed and initiated projects, including managing costs, schedule and performance.
- Identified plans and resources required to meet project goals and objectives by setting realistic timelines and checkpoints.
- Achieved project deadlines by coordinating with the clients to manage performance.
- Eliminated discrepancies by reviewing performance, status and safety adherence.

Company Name: Hotel Mayank

Designation: IT Manager

Duration: March 2016 to July 2018 (2 years)

- Oversaw daily performance Housekeeping Staff.
- Deal with Hotel service providers like GOIBIBO, OYO, MAKE MY TRIP, TRIVAGO etc.
- Deal in online platform with clients regarding their booking.