ROHINI BAGHEL

PROJECT MANAGER

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SKILLS

* Project Management
* Project Planning
* Risk Management
* Stakeholder management
* Supply Chain Management
* MS – Project planning/ monitoring
* Budgeting
* Waterfall model
* Python
* R Programming
* Jupyter

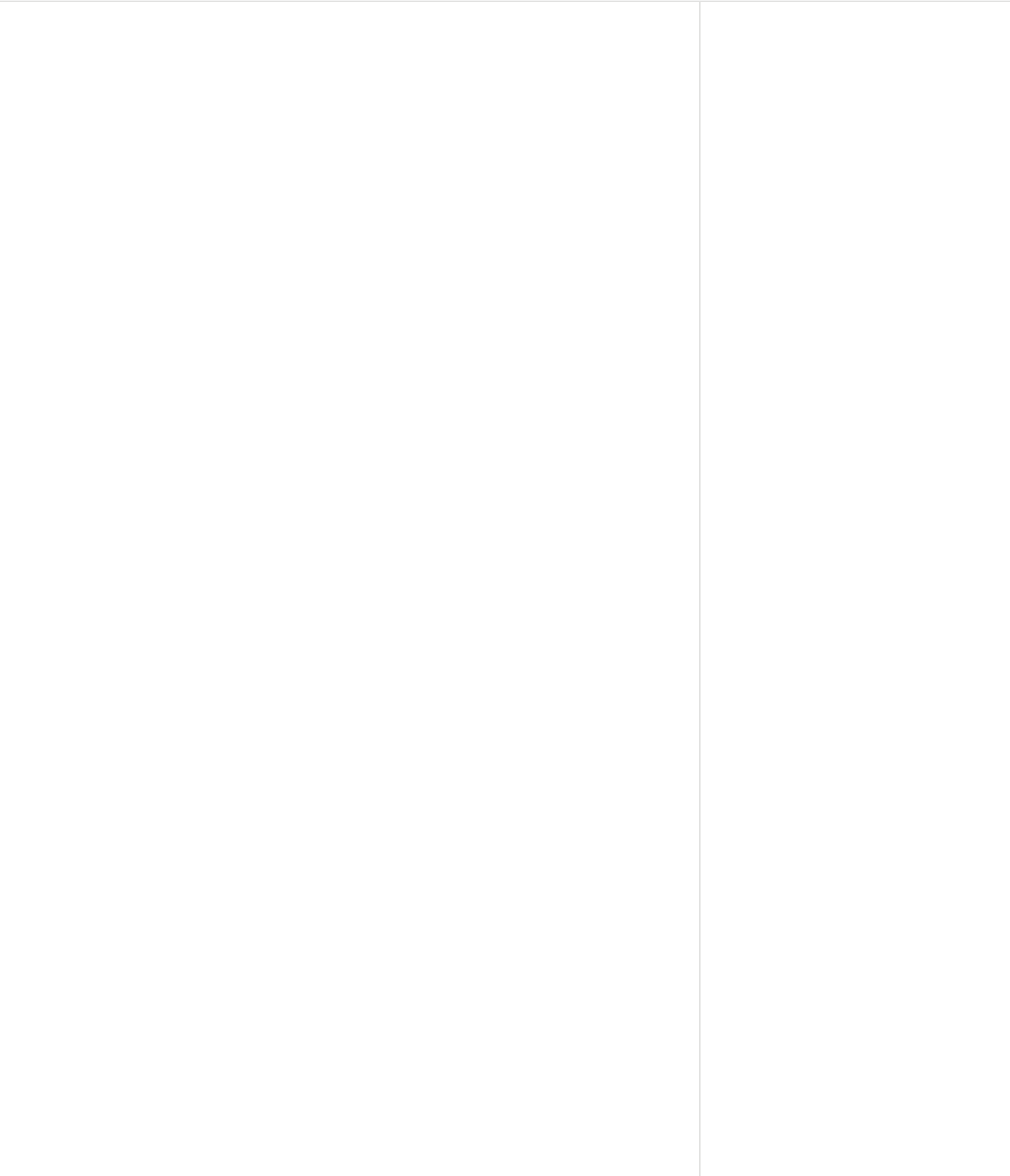
EDUCATION

* B.Tech in Electrical and Electronics with aggregate 75% from

Gautam Buddha Technical University (formerly UPTU) 2008-2012

LANGUAGE

* English, Hindi



# CAREER BRIEF

8 years of experience in Project Management and Preparing detailed Plans for various Projects. Worked with reputed clients like MoD-DRDO, Indian air Force and responsible for planning, overseeing and leading Project from Inception to Completion.

# EXPERIENCE

TATA ADVANCED SYSTEMS LIMITED, BANGALORE

## PROJECT MANAGER| APRIL 2017 – PRESENT (4 Years)

* Developing project charter, SOW, Project Management Plan, Project Cost, Change Management plan, risk strategies and developing and maintaining quality standard.
* Accountable to close milestones and manage Critical path of the project.
* Identify Tailoring requirement of the Project.
* Coordinating with multiple stakeholders, developing and Implementing stakeholder expectation management strategies to ensure successful project deliveries.
* Provide requirement documents, templates and centralized communication about Project.
* Experienced in delivering multiple Projects in waterfall methodology.
* Exposure in managing projects where multiple stakeholders are involved, analyzing and assisting Project team to solve issues.
* Proficient in Calculation Concepts of Earned Value Management Systems.
* Understanding of End to End Project Life cycle, right from Bidding stage, Requirement Elicitation, Product Development, Testing, and closing.
* Preparation of Monthly project progress report towards the Target
* Constant Track and review of Risks and Issues
* Lead monthly meetings with project teams to identify challenges and resolve development issues
* Conduct Closure meetings to measure project performance to identify areas for improvement.

THREE D INTEGRATED SOLUTIONS, GURUGRAM

## PROJECT COORDINATOR| APRIL 2016 – AUGUST 2016 (4 Months)

* Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
* Prepare project documentation, deliverables, finances, resource allocations, and status
* Coordination with procurement & commercial team.
* Site Supervision for the Facilities & maintenance Support at every airport.
* Manpower allocation and scheduling as well as document creation/updates for both Occupational Health & Safety and task related checklists.
* Ensuring coordination with vendors to ensure timelines and implementing effective vendor management at the site level.

# C&S ELECTRIC LTD, NEW DELHI

## PROJECT ENGINEER | JUNE 2012 – MARCH 2016 (3 YEARS 9 MOTHS)

* Controlling & monitoring of project activities like time, cost and quality & developing project schedule and progress using MS Project.
* Technical & commercial review & understanding of contract documents.
* Preparation of ERP Budget in Project Module
* Preparation of WBS, releasing PR etc. in Purchase module (Oracle). Involved in Procurement and planning of all the major equipment for supporting project. Selection and evaluation of subcontractor / suppliers.

* Preparation of ERP Budget in Project Module
* Technical & commercial review of projects on monthly basis.
* Obtaining financial approvals of competent authority for creating and running of site infrastructure and supporting the site manager in establishing the same.
* Coordination with all hierarchical levels of various departments viz. Design, Procurement, Planning, Finance & QA / QC.
* Maintaining POC, Billing & Cash Flow targets.
* Preparation of daily progress report with help of site engineer & solve out critical issue including fund requirement, inspection call, service engineer, reply letter to customer etc.
* Plan & strategize budget, to execute supplies & service portion of the contract, assess and manage risk by taking suitable insurance policies and implementing safety plan.
* Evaluation and monitoring of variation order & claims.

# PROJECTS:

1. SUPPLY OF TRUSTED DESKTOP PLATFORM TO MINISTRY OF DEFENSE, DRDO.
2. MANUFACTURE AND SUPPLY OF DUAL REDUNDANT RUGGED COMPUTERS TO BHARAT ELECTRONICS LTD, BANGALORE
3. SUPPLY OF DUAL INPUT POWER SUPPLY TO HAL, HYDERABAD

## APR 2017 – JUL 2019

* Responsible for end-to-end Project Management activities.
* Prepares Shortage list, MS Project Plan, identifies role & responsibilities & resources.
* Coordination with procurement & commercial team.
* Manpower allocation for Testing & Production.
* Ensures closure of Process and product quality assurance review and audit observations.
* Track & review the risks

1. Operation & AICMC of PBB & VDGS at various airports in india\_40 nos PBB -( Project Worth – 110 MINR )
2. Providing Apron Drive Glass walled PBB & VDGS at various airports in india\_23 nos PBB - ( Project Worth – 245 MINR )

## APR 2016 – AUG 2016

* Handled operation & Maintenance of PBB and BHS for PAN India.
* Day to day coordination with airport authority of India, vendors and ground team deputed at different airports.
* Responsible for continuously monitoring the overall progress of Projects and having risk assessment and mitigation plan

1. NTPC-LARA-Construction Package (Project Worth – 130 MINR)
2. NTPC-DARLIPALI-Construction Package (Project Worth – 150 MINR)
3. TATA MAFI – IAF – Up-gradation of existing Air Force Station (Project Worth – 500 MINR)

## JUN 2012 – MAR 2016

* Responsible for preparation of project plans.
* Coordination with project team for smooth execution of project.
* Forecasting revenue and collection plan.

TOOLS

* MS-Project
* Oracle– Purchase & Project Module
* Basic understanding of Jira
* MS-office

INTERESTS

* Trekking & Hiking
* Cooking
* Crafting