

# Amol Dharkar

## Software – Project Manager

*Detail oriented, highly motivated, resourceful professional and a focused Software Project Manager with experience in both business administration & IT. Bringing more than 7 years of experience and determination to employ exceptional functional knowledge and expertise in supervising project implementation, defining project tasks and deliverables, developing time, cost and resource estimates, and ensuring that project activities are aligned with client objectives.*



✉ [amol\\_dharkar@yahoo.co.uk](mailto:amol_dharkar@yahoo.co.uk)

☎ +91 94084 26590

📍 Vadodara, Gujarat – India

🌐 <https://www.linkedin.com/in/amol-dharkar-97641639>

## WORK EXPERIENCE

### Program Manager

Office Beacon, LLC

March 2015 – Present (Vadodara, Gujarat – India.)

- Handled, prioritized, managed escalations, and problem-solved multiple tasks connected to multiple projects at one time.
- Project management guidance to PMs and associate PMs.
- Client communication and maintaining high level satisfaction.
- Consistently met deadlines along with team, achieved best employee title.
- Played important role in designing, analysis of the e-commerce/web product and its enhancement.

### Systems Analyst & I.T. Admin Manager

Daikin Tanzania Limited

February 2013 – January 2015 (Dar es salaam, Tanzania - Africa.)

- Process flow implementation, Automation for system processes and managed I.T. solutions for their software applications.
- Implementing Software solutions, Analysis on their internal operations and managing technical devices and software support, and user trainings.
- System Analysis and Design for their Job Card System on AC Maintenance and integrating it to Tally application for accounting.
- Managing Customers feedback and attending to them in a timely manner.

----- Previous Work Experiences -----

### Software & I.T. Solutions Developer

Pee Pee (T) Limited

February 2012 – September 2012 (Tanga, Tanzania - Africa.)

### Systems Analyst & Programmer

Balton Tanzania Limited

September 2011 – January 2012 (Dar es salaam, Tanzania - Africa.)

### Business Development Manager / Analyst

Powercomputers Telecommunication Limited

September 2004 – July 2011 (Dar es salaam, Tanzania - Africa.)

### Center Manager

New Horizons Computer Learning Centers

January 2004 – September 2004 (Nairobi, Kenya - Africa.)

### Regional Academic Head

JRIIT - APTECH

April 2000 – December 2003 (Arusha, Tanzania - Africa.)

### Senior Faculty / Lab in Charge - Developer

APTECH Limited (H.O.)

June 1999 – March 2000 (Vadodara, Gujarat - India.)

## SKILLS

Microsoft Office

Documentation

Project Management Software

Operating System

Visual Packages

Database Management / RDBMS

Programming Languages

## SOFT SKILLS

Delegation

Problem Solving

Public Speaking

Planning

Leadership

Effective Communication

Reliable & dependable

## ACHIEVEMENTS

- **Best Employee (Software Division)**  
Office Beacon, LLC – Year 2018
- **Best Staff (Over all divisions)**  
Powercomputers Telecommunication Ltd. – Year 2006, 2007 & 2008.
- **National Topper for third Semester**  
APTECH Limited – Year 1998
- **Center Topper for first two Semesters**  
APTECH Limited – Year 1996/1997

## CERTIFICATES

- **Microsoft Certified .NET Professional (MCSD Track)**  
Microsoft – Year 2003
- **Microsoft Certified Solution Developer (ID# 1706580)**  
Microsoft – Year 2002
- **Advance Diploma in S/W Engineering (Honors)**  
APTECH Limited, India – Year 1999
- **Certificate In Computing (CIC)**  
IGNO University, India – Year 1999

## EDUCATION

- **Bachelor's in Mathematics**  
Maharaja Sayajirao University, India – Year 1998
- **H. S. C. Gujarat Education Board**  
Baroda High School, India – Year 1994