Contact

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(LinkedIn)

Top Skills

General Management

Project Management

Business Strategy

Languages

Hindi (Full Professional)

English (Full Professional)

Certifications

TL 9000 Auditor Top Up Training

ITIL Foundation

PMP

Honors-Awards

Top Performer Award

Vivek Rai

MBA Prince 2 Agile Practitioner

Woodside Park

Summary

Project Manager having experience in end to end management of medium and complex projects in IT domain. Mentored and led multiple cross-functional teams to achieve on-time, on-budget and on-spec project completion. Possess an MBA in General Management and knowledge of Agile and Waterfall project methodologies along with expertise in risk, change and team management. Have outstanding communication, leadership, and organisational skills that enhance service delivery and efficiency in overall company performance.

KEY SKILLS
• Proficient in project lifecycle management and methodologies(Waterfall, Agile and Scrum)
• Experienced in MS-Project, JIRA and MS-Office
• Expert in risk, change and general management
• Skilled in cost-benefit analysis and budgeting
• Exceptional verbal and written communication skills
• Customer management and engagement
• Cross-functional teams supervision and handling multiple projects within strict timelines
• Team building and leadership

Experience

Innovify
Agile Delivery Manager
January 2018 - Present (2 years 11 months)
London, United Kingdom

Mars Spiders
Project Manager
November 2017 - December 2017 (2 months)
London, United Kingdom

In-Solutions Global Ltd
Project Manager
July 2016 - June 2017 (1 year)
Mumbai Area, India

• Managed medium and large projects having budget of approx. INR 2.5M and achieved increase in company revenue by 10%
• Directed end to end project lifecycle responsibilities including customer management, risk management, change management, onsite\offshore resource planning and implementation of projects plan with pre-set budgets and timelines
• Spearheaded multiple projects and cross functional team of 10 resources at the time and ensuring project implementation fulfil Organisation's goal
• Developed and maintained productive working relationships with project owners, business functions, IT developers, vendors, and other project stakeholders
• Supervised delivery management and post implementation support and achieved 98% customer satisfaction index
• Created cost-benefit analyses and ROI assessments that were used as the basis for decision-making on proposed IT implementation projects
• Analysed and improved project management processes, including those related to requirements management, change control, and user acceptance testing

XLRI PGDM(GM)
Student
June 2015 - June 2016 (1 year 1 month)
Jamshedpur Area, India

Fracton Technologies
Team Lead & SME
September 2014 - June 2015 (10 months)
Gurgaon, India

• Managed customer engagement to understand the requirement and delivered high quality responses for RFPs/RFIs/RFQs
• Spearheaded and mentored team of 8 resources to deliver key optimisation projects for clients such as, Alcatel Lucent and Vodafone India
• Assisted in subproject planning, budgeting and quality assurance efforts
• Developed risk management plan, resource plan and implemented projects plan within pre-set budgets and timelines

• Analysed to provide solutions to improve overall network performance by 15% and supervised action taken based on recommendations provided
• Guided developers in requirement analysis, design verification and user acceptance testing

Nokia
Team Lead & Engineer
July 2010 - September 2014 (4 years 3 months)
Noida Area, India

• Managed KPI monitoring and optimisation for various clients such as, 3GIS Sweden, MTEL Bulgaria and Bharti Airtel Africa and achieved improvement in network performance by 10%
• Supervised and guided team of 6 resources to provide solutions to improve network coverage, quality and data performance
• Analysed customer requirements and delivered high quality responses for RFPs/RFIs/RFQs
• Developed resource plan and implemented delivery plan within pre-set budgets and timelines
• Designed and managed training programs for the resources increasing the overall competency of the department by 15%
• Spearheaded implementation of CMMI and quality processes in the project

Skytel Telecom, Bangalore IN.
Summer Internship
June 2009 - July 2010 (1 year 2 months)
Bangalore

Bharat Sanchar Nigam Limited
Summer Internship
June 2008 - July 2008 (2 months)

Education

XLRI Jamshedpur
Master of Business Administration (M.B.A.), Business Administration and Management, General · (2015 - 2016)

National Institute of Technology Kurukshetra
Bachelor's degree, Electrical, Electronics and Communications Engineering · (2006 - 2010)