**SUMMARY**

A diligent Project Management Professional (PMP) and Lean Six Sigma Green Belt Certified (LSSGB) with eleven years' work experience in handling projects in multiple industries. Hold a proven record of excellent performance and strong work ethics. Proficient in MS-Project, project controls, CRM, EPM (Enterprise Project Management). Deliver the best of my abilities to the organization to develop my knowledge and skills through constant learning and providing training. Demonstrate flexibility in any work environment, adaptability to changes, and improvement. Possess excellent communication skills, and I have the ability and experience to relate to a wide range of people. Can work very well under pressure.

**Work Authorization*-*** *I am authorized to work in the USA for any employer. I will NOT require any form of sponsorship now or anytime in the future.*

**EDUCATION**

1. **Master of Liberal Arts- General Business Management-** Harvard Extension School, Harvard University - Cambridge, MA, USA (03/2022)
2. **Certificate in Strategic Management-** Harvard University - Cambridge, MA (06/2021)
3. **Master of Science in Project Management-** Northeastern University - Boston, MA (01/2014)
4. **Bachelor of Physical Therapy-** Guru Gobind Singh Indraprastha University - Delhi, India (05/2009)

**Professional Certifications**

➢ **Project Management Professional Certified (PMP), USA**

Credential ID- 1955124

Issue Date- Aug 2016 – Present

➢ **Lean Six Sigma Green Belt Certified, USA**

Credential ID- 27708047

Issue Date- Jan 2021 – No expiration

**Award**

Halliburton Worldwide Ltd. - Global Talent Recognition Award for Excellent Performance (Nov.-2015) - Awarded for an exceptional contribution to the organization.

**Work Experience**

**PharmaCann Inc. - Chicago, IL, USA**

**Strategic Operations Project Manager 09/2021 to 4/2022**

* Managing and supporting projects related to New Products, Facility Development/Operational Readiness, as well as enterprise-wide initiatives across states
* Aligning project scope and product commercialization with state regulations and make sure the project process follows internal and external regulatory controls.
* Create, drive and maintain project schedules, identify scope in collaboration with process owners and stakeholders.
* Working with multiple divisions within the organization to integrate project deliverables from respective business units and set clear milestones
* Develop, define, and roll out business processes and workflow to enable product commercialization process.
* Track deliverables, conduct periodic project meetings, and provide clear and concise communications.
* Provide a variety of project support to leaders across the organization, at corporate and in the field
* Alongside the Operations/Production teams, collaborate with cross-functional partners in Compliance/Legal, Real Estate and Facilities, IT, R&D, Quality, procurement, marketing, and several other departments.
* Manage projects for New Products (under NPD), Facility Development, and other initiatives, at the discretion of the Director of Program Management
* Draft, maintain and report on project schedules. Capture baselines and report variances. Find out solutions to mitigate the scope creeps, risks, and other project-operational issues.
* Organize and drive tactical project meetings with cross-functional project leads to maintain timely, cost-effective, and high-quality project completion
* Identify and track deliverables that Strategic Operations is responsible for and ensure these are met.
* Conduct project analysis with PMO director to identify strategic projects that align with the company’s business goals and maximize its performance.
* Communicate project status to the team and identified stakeholders throughout the duration of the assignment and post implementation to ensure all impacted functional teams and stakeholders understand risks, issues and activities related to the project.
* Lead business strategy creation sessions, develop product roadmap priorities, recommendations, and deliver technical-operational project details
* Researched emerging market and consumer data along with industry trends to improve the business transformation
* I worked on identifying human and organizational risks to the implementation and made sure actions are in place to mitigate project issues or timeline delays
* Work across project workstreams to gather detailed information about the process design and identified the impact on the roles, business function and the organization
* Established development of Project Management framework and establish approval stage gate for all project related activities to ensure appropriate understanding of expectations amongst all stakeholders.
* Provides leadership, coaching and guidance on a continuous basis to project team members in the areas of project lifecycle, operating procedures, processes, and practices. Ensuring that the Project Management organization is consistent in their project management support.
* Develop risk management plans to continuously identify, analyze, monitor, and respond to risks associated with the project to ensure ability to achieve expected outcomes on time and on budget
* Review the operational and production aspects of the project to make sure project compliance with business objectives. This includes participating in scoping reviews, project risk assessment, develop & implement FMEA, and other commercialization activities required for the successful launch of the project.

**Harvard University- HES - Cambridge, MA, USA**

**Masters Candidate Business Management 06/2020 to 03/2022**

The course includes core elements of management, including accounting, organizational behavior, economic theory, finance, marketing, and strategy. This course helps in developing an advanced understanding of leadership, corporate responsibility, digital marketing, and business communications, including mediation and negotiation. Gain insight into the latest management theories and practices through case studies, group projects, and active learning experiences. Align the basic direction and goals of an organization; analyze an environment’s social, political, technological, economic, and global factors; evaluate industry and market structure, and assess organizational strengths and weaknesses. Understand the essentials of business management in a global economy, such as corporate responsibility and ethics; organizational efficiency; and decision-making frameworks for competing strategic priorities. Leverage knowledge in corporate sustainability strategy, human resource management, strategic resource allocation, crisis management, and marketing management.

**Grecian Delight Foods Inc., Elk Grove Village, IL, USA**

**Project Manager 09/2018 to 05/2019**

I hold a successful track record of successfully carrying out New Product Development for the target market and customers. Commercialized projects with high revenue and quick market reach following Project Management methodologies and principles. I always used to manage 45+ projects at the minimum.

* Served as a focal point between Marketing, R&D, Sales, Operations, and Quality to manage the product change process from initiation to launch and deliver completed projects on time and within budget and scope. Inclusive of renovation, Product Maintenance, Quality Improvement, Certification Updates, Risk management, and Productivity initiatives, all of which directly impact finished products.
* Leading project kick-offs to inform the team and gather project requirements into the commercialization project plan. Translating customer requirements into measurable (Critical To Quality) scope deliverables.
* Creating and getting project charter approved for projects above the organization’s minimum threshold undertaking per project.
* Aligned the Project Commercialization Processes with Project Management Methodologies, principles. Implemented the principles of Lean Six Sigma for process improvement to align with customer and market needs and timelines. Saved cost on eliminating non-value-added activities from the commercialization process in addition to delivering projects in record time and by delivering quality.
* Integration of Salesforce throughout the Stage-Gate process for better tracking and transparency of the process for all stakeholders.
* By amending robust communication channels, I lead cross-functional teams in the renovation of existing food service and retail portfolio products for cost reductions, quality & value improvements, packaging updates, certifications, and customer-requested changes.
* Determining the project cost and budget and ensuring the project activities remain within the allocated budget.
* Constant focus on quality management by adhering to the regulatory and internal policies, and via implementing Kaizen/ continuous improvement.
* Develop and manage project timelines/scheduling by creating WBS and allocating resources accordingly to optimize the project schedule.
* Stakeholder Management to ensure cross-functional alignment, accountability, and successful stage-gate closure.
* Coordinate internal resources and third parties/vendors for the flawless execution of projects.
* Creating initial project scope and establishing solid cross-functional integration and communication.
* Creating a high-level project schedule from the project initiation phase coordinating project timelines with internal departments and external stakeholders.
* Monitoring project timelines, and deadlines. Identifying potential project schedule delays and facilitating intervention in a timeous manner. Evaluating performance and preparing project progress reports. Determining RACI, budgets/target costs, conducting risk management.
* Accommodating updates and changes to project schedules. Recommending actions to keep projects within budget and completed on time. Keeping stakeholders informed of project timelines and deadlines. Documenting project scheduling processes and maintaining records.
* Establishment and tracking of project KPIs. Updating the internal and external stakeholders via producing periodic status reports and accommodating the changes through the appropriate change management process. Managing end-to-end commercialization process.
* Constantly tracking and monitoring project activities for budget and schedule variance. Implementing appropriate change management to accommodate changes to scope, schedule, and budget.
* Updates to ingredient statements and nutritional panels via Genesis program as needed.
* Validation of labeling and product claim accuracy with QA and Procurement functional heads to reduce errors in the process.
* Item specification maintenance and e-commerce marketing optimization in FSENet/GS1, Dot Expressway, and digital sites.

**Halliburton Worldwide Ltd - Dubai, UAE**

**Senior Project Analyst UAE 07/2013 to 02/2017**

Established policies and standards for in-house projects, cross-functional project management support, and business

development support functions. Performed data and requirements gathering, project management process

implementation, business development support for proposed projects. In producing project plans and ensuring that the plans adhere to relevant standards and are kept up to date, support project managers.

* Developed Process Improvement Plan by creating a global Halliburton process roadmap to ensure effective project planning, operational steadiness, and timely production of quality deliverables.
* Enterprise Project Management (EPM) Champion for the Middle East and Asia Pacific Region, providing EPM and Microsoft Project support and training to project managers, engineers, and project team members.
* Delivered effective, timely, and quality project support across all projects.
* Managed Customer Relationship Management (CRM) for Halliburton Global Business Development Team
* Developed a Pre-Contract Approval System integrating the estimates and expected technical solutions from various Business Units

**Project Analyst- UAE, Oman 01/2013 to 07/2013**

Managed with Project Manager, superior knowledge, and experience to design, implement and maintain a wide variety of project management information and reporting systems tailored to set up a new unit. Provided periodic project updates to Project Management Office for use in Senior Management level reporting.

* Maintained a consistent client-focused approach to meet service quality and accurate work plan.
* Analyzed project information to produce accurate project progress reports, risks, and resource utilization.
* Recognized and expanded potential opportunities to satisfy customer needs for services and technology and suggested solutions to the customer.
* Identify improvements and innovations in current practices/methodologies. Develops innovations that others can quickly adapt. Actively applies and promotes the adoption of best/better practices.
* Identified and presented new business ideas to team leadership and contributed saving to the business plan.

**Project Coordinator UAE/ Iraq 09/2011 to 12/2012**

* Overseeing and coordinating the day-to-day running of projects by assisting project managers and senior managers.
* Involved in developing, updating, and monitoring business plans and action plans of the project.
* Preformed schedule & estimate costs on MS Project & Primavera
* Identified, analyzed, prioritized, mitigated, and communicated project risks to stakeholders. • Ensure that relevant management information is captured and analyzed. Reviews the efficiency and effectiveness of service delivery.
* Worked closely with contract manager to develop operating procedures.

**Health Sanctuary, Delhi, India**

**Zonal Marketing Manager 01/2010 to 01/2011**

* Identifying and monitoring the performance of competitors in the marketplace. Responsible for budgets, forecasts, and P&L accounts. Facilitated national sales manager in zone planning and expansion according to the business plan.
* Established policies and standards for in-house projects, cross-functional project management support, and business.
* Managed all aspects of the business related to sales, including sales reports, forecasting, planning & creating new opportunities for product sale.
* Provided training to sales and customer services staff by conducting weekly seminars on different topics.
* Monitored and conducted a detailed analysis of critical sales channels' role and unique requirements in the modern trade environment to propose and implement effective business strategies and programs.
* Represented company in various Tie-Ups with various MNCs.

**Branch Manager 05/2009 to 12/2009**

* Responsible for scheduling healthcare programs while collaborating with managers and owners to assure all products were delivered, measurements were correct, and the outcome was satisfactory while utilizing P3 in a limited personal role.
* Provision of quality service to the clients & Customer care.
* Managed team of 25 employees across the two clinics and exceed sales targets.
* Introduced new services to help the marketing department in sales promotion through various advertisements in the leading newspaper.

**Skills Knowledge**

* **Functional Skills-** Change Management, Lean Six Sigma, Microsoft Project, Project Management, Relationship Management, Project Planning, General Management, Strategic Management, Strategic Planning, Business Management, Training & Development, Product Lifecycle Management, Kaizen, Process Improvement, Forecasting, Primavera P6, Project management methodology, Project management software, Program Management, Agile.
* **Technical Skills-** MS Project 2007-2010, Smartsheet, Primavera P6, MS Office, Visio, EPM (Enterprise Project Management), Prezi, MS PowerPoint, SharePoint, Contract Approval System, CRM, Salesforce.
* **Project Management-** Planning Proficient in Scheduling/Time Management, cost estimation, resource planning for construction activities, MS Project and EPM Training, Risk Management and Solution, CPG Product Commercialization Planning & Execution.