### **Sameer Sonkusare**



Hardworking **Project Manager** gifted at performance specification and reviewing designs to meet client expectations. Engaging and personable professional monitors work quality, manages key milestones and delivers exemplary customer service. Exhibits excellent technical skills in using project management methodologies, advanced Excel and database tools to increase productivity, quality and throughput.

Exceptional Project Manager successful at directing change management initiatives requiring fast-paced execution. More than **8 years in Project Management and Operation Management** with proven success in assessment industry. Offers strong analytical, planning and organizational skills to manage competing demands.

🖂[sam2sonu@gmail.com](mailto:sam2sonu@gmail.com) 🕽 +91-9004794946  **Location**: Mumbai, India

**Skills**

Project Management

Operation Management

Dashboard & Data Analysis

Project Planning & Execution

Advance Excel

**WORK EXPERIENCE**

**Designation: Assistant Manager**

**Role: Projects & Operations Manager**

Aptech Limited

March 2017 till Present

Roles and Responsibilities

* Engaged in both long and short-term project planning, from 6 months to Ongoing, strategizing for on-time, high-quality deliverables.
* Cultivated and strengthened relationships with new clients and repeated clients on account services and capabilities.
* Developed and initiated projects, including managing costs, schedule and performance.
* Developed implementation methodologies to rein in project costs while meeting key milestones.
* Identified plans and resources required to meet project goals and objectives by setting realistic timelines and checkpoints.
* Achieved project deadlines by coordinating with stakeholders & vendors to manage project performance.
* Identified, reviewed and applied policies and procedures by exercising informed judgment to project costs while meeting key milestones.
* Identified plans and resources required to meet project goals and objectives by setting realistic timelines and checkpoints. Achieved project deadlines by coordinating with stakeholders to manage project performance.
* Identified, reviewed and applied policies and procedures by exercising informed judgment to achieve optimal performance.
* Increased savings by initiating and fostering relationships with stakeholders & vendors to communicate on problem-areas and work closely to resolve.
* Boosted revenues by coordinating and executing online assessment projects and growing inventory diversity.
* Oversaw projects for assessment industry by initiating, planning, executing, designing, organizing and scheduling.
* Practicing the procedures of scope management, schedule management, cost management, quality, resource management, communication & risk management and stakeholder management.

**Projects Completed**

* Successfully executed & managed projects for Key Clients like -
* Insurance Institute of India – Promotional exam, recurring customer
* MAHAGENCO – Lower Division Clerk project, Driver Project, Garepalma Project.
* MAHATRANSCO – Technical Grade IV, Technical Grade VI and PAP project
* IIT Mumbai – technical & Operational support for registration project.
* AICMTSE – 2018 project for ICA Bangalore
* PVS Yavatmal 2018 Exam for Priyadarshan Vishw Samrat.
* Ongoing projects for Confederation of Indian Industry
* CMMI Level 3 Audit completed as project manager.

**Designation: Operation Executive**

**Role: Operation & Project Management**

**Tata Consultancy Services SMB-Ion**, **From Feb 2012 to Feb 2017**

Payroll – Tata Consultancy Services, 1st Nov 2015 – 2nd March 2017

Payroll – Core Integra Limited, 30th June 2013 – 31st Oct 2015

Payroll – Genius Consultant, 13th Feb 2012 to 29th June 2013

Roles and Responsibilities

* Devised, deployed and monitored processes to boost long-term business success and increase profit levels. Supported top-level decision-making and strategy planning, forging productive relationships with top leaders and serving as key advocate for various personnel issues.
* Enhanced operational efficiency and productivity by managing budgets, accounts and delivery. Recruited, hired and trained initial personnel, working to establish key internal functions and outline scope of positions for new organization.
* Created, managed and executed business plan and communicated company vision and objectives to motivate team.
* Handled problematic customers and clients to assist lower-level employees and maintain excellent customer service.
* Devised, deployed and monitored processes to boost long-term business success and increase profit levels.
* Managed, trained and motivated City heads and Centre heads to continuously improve knowledge and abilities in online assessment field.
* Led business planning, developed market strategy and established direct procurement of products from LISP vendors.
* Delegated operational, daily tasks to team members, streamlining daily progress and efficiency. Informed & taking responsibility of centre & city heads for particular city and operational incidents for assistance and remediation.
* Supported regulatory compliance by overseeing all audits to verify protocol adherence.
* Implemented operational strategies and effectively built customer and employee loyalty through zero defects program and within budget delivery.
* Designed and implement modern employee recognition program which boosted productivity and improved morale.
* Observed each employee's individual strengths and initiated mentoring program to improve areas of weakness.
* Increased profits by assessing effectiveness of online assessment projects.
* Tracked employee attendance and punctuality, addressing repeat problems quickly to prevent long term habits.

**Internship**

**Mahindra & Mahindra (FES), Nagpur.**

May 2010 to July 2010

**Key Skills and self Motivation**

* Providing training and mentoring newly joined team members on field & on the floor
* Preparing SOPs and other process related documents and conduction of UAT on ground
* Good grasping power ,team management, leadership ability and innovative
* To excel in my thought with dedication and hard work as well as learning and acquiring a challenging position in a strong Organization.
* To grab the opportunity of professional growth based on my talents.
* Innovative and Active, Effective communication skills, Work under pressure, Work with Accuracy.
* Organizing, Coordinating and Possess problem solving skills
* Reliable, Lead and, Patience, Focused, Interactive.
* Eager to learn new things. Great interest in Learning new technologies and keeping myself updated with latest inventions and techniques. Capable of working in a team.

**Accomplishments**

* Completed the projects for MAHAGENCO, MAHATRANSCO, Insurance Institute of India etc. on time and more than 60% gross margin.
* Government projects with Zero defects delivery, prepared result with the advanced Excel tool with zero percent error.
* Proper planning, execution & delivery as per the scope defined & within given budget for the project.

**Education**

**MBA (Marketing) – Year 2011**

*Nagpur* *University- Secured 65%*

**Bachelor of Business Administration (BBA) – Year 2008**

*Nagpur* *University – Secured 54%*

**Higher Secondary Certification (HSC) – Year 2003**

*Kamla Nehru College, Nagpur Board- Secured 50%*

**Secondary School Certification (SSC) – Year 2001**

*Rashtriya Vidhyalaya, Nagpur Board – Secured 73%*

**Personal Details**

**Father’s Name :** Namdeorao Sonkusare

**Date of Birth :** 25th June 1986

**Gender :** Male

**Marital Status :** Married

**Languages :** English, Hindi and Marathi

**Current Address :** Room no. B-1102, Nana Vishnu Heights, Kumbharkhanpada, Dombivli West –421202, Maharashtra.

**Declaration**

I, Sameer Sonkusare, hereby declare that above information is true & correct to the best of my knowledge.

**Place:** Mumbai

**Date: Sameer Sonkusare**