

Amol Shantaram Shinde (PMP® - PMI)

Career Objective:

To be a part of a dedicated professional teams to enhance my knowledge, skills both professional as well human being and to contribute to the organization for better performance.

Project Management Professional certification completed through Project Management Institute successfully on 27-Apr-2022 and valid till 27-Apr-2025.

Work Experience: 6 Years, 6 Months

1. Project Management Officer (PMO-Associate):

HCL Technologies Ltd. – Pune
From 14th Oct, 2019 to Present
2 Year, 3 Months

Achievements:

- Optimised background verification process reducing SLA.
- Successfully completed audit with zero risk.
- Exploring and learning new skills like Tableau, Azur training.

Roles and Responsibilities:

- Resource allocation and project creation
- Handling client onboarding process for New Hire and transfer cases
- Creating Profit and Loss (PnL) and Profit and Cost (PnC) dashboard based on SOW
- Creating, Updating contract document and to follow signature procedure.
- Forecasting reports: Creating Accrual, Actual and variance forecasted reports, RTF Reports
- Preparing reports on resource background verification and tracking completion status.
- Creating Project status reports for governance call.
- Co-ordination with offshore and onshore billing teams and tracking billing details on monthly basis.
- Working on excel (Formulas)
- Analysing data and generating reports as per requirement for different forums and client and stakeholders
- Managing, dealing and handling Client, Sales team, Stakeholders, Billing team and resources.
- Risk and issue Management: Tracking and maintaining risk register and issue log.
- Staffing and Resource Management: Onboarding and offboarding of resources
- Project Process Audit: handling and closing Quarterly, Annual audit conducted by internal and external team.
- SLA Management: Process optimisation and reducing SLA for different process.
- Along with all roles and responsibilities listed under last two job profiles.

2. Project coordinator (PC):

Edvantech Solutions Pvt. Ltd. – Pune
From 30th May, 2017 to 13th Oct, 2019
2 Year, 5 Months

Achievements:

- Belbin course and test completed successfully. Belbin recognized me as complete finisher, implementer and team worker.

Roles and Responsibilities:

- Establishing and building strong relationship with clients and attending client meetings.

- Conduct and actively participate in project kick-off meetings. Interacting with stakeholders, describing process, solving queries and status update.
- Preparing and maintaining client/vendor specific documents (RFP, SOW) and ensuring they are compliant on an ongoing basis.
- Efforts estimation and resource forecasting.
- Understand project requirements and raise any queries before production begins.
- Plan and manage resource allocation for the assigned tasks.
- Coordinate development activities with the assigned resources.
- Ensure quality standards, standard processes and folder structures are being followed.
- Ensure version control, archiving and back-up verification of all files and deliverables.
- Provide daily/weekly reports to delivery head.
- Creation of Minutes of meeting documents for project related meetings.
- Identify scope deviations in project against project specifications and inform delivery head to take appropriate decision.
- Identify change request and inform to delivery head.
- Work with delivery head to have better visibility and planning for:
 - i. Projects in pipeline
 - ii. Key Milestones
 - iii. Task Dependencies
 - iv. Resource planning and projections
 - v. Risk identification and prevention
- Collate and Maintain client feedback. Track and report feedback incorporation in an organized manner.
- Propose and highlight any major process related issues and common errors in the quality of deliverables.

3. Junior Project Manager (JPM):

Cenveo Publisher Services India Ltd. – Mumbai

From 31st August, 2015 to 24th Nov, 2016

1 Year, 3 Months

Achievements:

- Six sigma yellow belts certified.
- Digital Asset Library developed.
- Handled two different individual projects successfully and three projects combine with other JPM.

Roles and Responsibilities:

- Project plan creation and maintenance. (in MPP and Excel)
- Create task list and identify resources for each task.
- Follow the corrective and preventive actions.
- Responsible for defect free in time component delivery within estimated efforts.
- Perform quality checks – self and peer (wherever required).
- Report to senior about the status and progress of the development.
- Meet deadlines set for deliverables (internal/external).
- Daily team meetings and weekly client calls to represent/update on project progress, issues and alternative solutions.
- Tracking close deadlines, last minute scheduling changes and managing client deliverables.
- Maintaining allocation spreadsheets basis data and analysis.
- Proper selection of freelancer/outsource vendors, communicating with them through mails, calls and maintaining freelancer/outsource vendor usage (Spread).
- Presenting and applying process improvement plans to achieve the project goals.
- Vendor management- Planning, Scheduling, Cost-projections, Meetings, Report generation and keeping track of deliverables.

Management Skills:

- ERP and MIS management, Database Management, Analytic skills, Strategy Implementation
- Process development and improvement.
- Team Management and Leadership, Time Management, Vendor Management
- Project Co-ordination and assessment, CPM, PERT
- PLC-Planning, Scheduling and Development skills
- MS-Excel (Lookups, Pivot Table, Dashboard), MS-Word, MS-PowerPoint

Technical Skills:

- **Web-tools /Servers** : LMS, FileZilla, FTP Server, SVN, GTM, ZOOM, HTML, Storyline.
- **Software's** : MS-Office, MPP,
- **Operating Systems** : Microsoft Windows 95/98/2000/XP/2003/7/8, Android, iOS.
- **Others** : Installation of OS (Windows), Hard drives backups, PC Assembling.

Projects/Internship:

Graduation Project:

- **Project Title** : Robust Color Image Enhancement of Digitized Books.

Post-Graduation Project (Internship):

- **Project Title** : An Analysis of Marketing Management Information System.
- **Company Name** : Digit Outsoft Pvt. Limited.
- **Location** : Pune
- **Profile** : System Executive
- **Duration** : From 25th May, 2014 to 13th Aug, 2014

Roles and Responsibilities:

- Coordinating with marketing team and listing down all requirements for each and every process involved in marketing database management.
- Analysis of existing system/tool, historical data and finding out issues to minimise errors.
- Optimising database and enhancing system to extract requisite details.
- Defining automation tool and providing suggestions for system improvement.

Academic Rewards/ Extra Certifications:

- Diploma in Java Technology and OSQL from NIIT.
- Fx-learn e-campus Certificate.
- Techno point multimedia Certificate.
- Gnu-group India workshop Certificate.

Education Qualification:

Course	Institute/College/School, Location	University/Board	Percentage	Year of Passing
MBA(IT)	Sinhgad Institute of Business Administration And Computer Application, Lonavala, Pune	University Of Pune	68.83% CGPA=4.67/6 Grade 'A'	2015
B.E.(Computer)	Bharati Vidyapeeth College Of Engineering, C.B.D., Belapur, Navi-Mumbai	University Of Mumbai	Agg. 57.895% Final Year Agg. 61.40%	2012
HSC	Sinhgad College of Arts, Commerce & Science, Nahre, Ambegav, Pune	Maharashtra State Board University Of Pune	58.33%	2008
SSC	Bapuso Shinde Madhyamik Vidyalay, Chikhali(M), Wai, Satara.	Maharashtra State Board University Of Kolhapur	75.20%	2006

Personal Details:

Gender: Male **Marital Status:** Single
Date of Birth: 17th Aug, 1990 **Language Proficiency:** Marathi, Hindi, English
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About Me

I am methodical, systematic, decision maker, ambitious, benevolent, straight forward and goal-oriented person. I like to do my work simple, benign and politely. My **Positive attitude and Flexibility towards work in any environment makes me confident and that pays off my hard work.**

Amol Shantaram Shinde
Signature