



Yogesh Seth

Project Manager

📍 Govindpuram, Ghaziabad

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Certifications

Certification-Project Management

Certification in Designing book

Jira-Software

Agile-Project Management

Skills

Project Management

MS office and Data
Analysis-SQL Databases

Asana & Tableau

Education

MBA in Information
Systems from SMU

B.COM from Delhi
University

Higher secondary from
CBSE Board Delhi

Core Competencies

- E-publishing & Client servicing
- Freelancer's Management
- Project Scoping & Strategic Planning
- Budgeting and Cost analysis
- Productivity tools & Business Modeling
- Project Negotiation

Employment Details

Client Name is OXFORD UNIVERSITY PRESS. I've been working as A Project Manager at Aptara (International Techbooks), Noida since May 2019.

Roles and Responsibilities

Managing the complete lifecycle of the Project/Content. (Receiving the content till publishing). It includes E-publish, Print publish, Advertisement management, Supplementary-Issues, Covers, Abstracts, Audio & Video content.

Interacting with different stakeholders to keep up the pace in the work. Handling project queries, Keeping the client updated about the status of the projects through calls and email.

Participate in scheduled meets/call with client and internally
Creating and maintaining the schedules on Google docs/SharePoint and Smartsheets

Participating in the trouble shooting, raise an alarm in case of any issue or delay

Organizing the project inputs for smooth execution of the project for operations team along with the implementation of internal project procedures.

Roles and Responsibilities

Working as a bridge between the client and the production teams

Preparation of the budget reports to share with the client on regular defined intervals

Identifying improvement areas and implementing adequate measures to maximize customer satisfaction level Identifying the area of possible topics where team needs a training or refresher and providing the training accordingly.

Conducting internal process audits & process reviews for ensuring strict adherence to the process parameters/systems as per defined guidelines

Setup weekly status meetings with the client, gather agenda from different parties involved and lead the calls as per the need to the project.

Developing training and briefing materials for staff. SLA adherence, Monitoring productivity, Managing the production teams

Personal Dossier

Date of Birth	: 8th Aug, 1992
Father's Name	: Late Satish Seth
Language Proficiency	: English, Hindi, Punjabi
Nationality	: Indian
Gender	: Male
Current Address	: Ghaziabad, UP-201013

Declaration

All the above details are accurate to the best of my knowledge.