

Ankit Khare
Project Manager

Energetic individual with Eight (8+) years of experience working in a project management position. Seeking for Project Manager Job with Intec Infonet Pvt Ltd. Coming to terms with the demands of working in a project management position, the ability to effectively manage assigned projects and retain responsibility for planning, execution, tracking, delivery and closure of projects. Create and manage project schedules, quotes and budgets, ensure all finance system data is accurate and kept up to date and establish strong relationships with both internal and external stakeholders.

Contact Info

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Email ID

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Address

L-Block, House No-148/4th Floor, Street Name: - chunna Bhatti road, Behind Aarti medicos, Vijay Vihar phase-II, Rohini Sector-4, NCT, DELHI-110085

Certificate

- PMP-PMI
- ITIL foundation Version 4
- Six Sigma Yellow belt
- Scrum Fundamental

Skills

- Project planning
- Client relationship management
- Time and priority management
- Procurement management
- Vendor production capacity Planning
- Multitasking and prioritizing
- Risk management

Education

Sikkim Manipal University, Gangtok-Sikkim

- Bachelor of Computer Application, Information Technology

Sikkim Manipal University, Gangtok-Sikkim

- Master of Computer Application, Information Technology

Professional Experience

Project Manager

Intec Infonet Pvt Ltd, Delhi/Jan 2019-Present

➤ **Client: Pasighat Smart City Development Corporation Limited C/O Bharat Electronics Limited, Arunachal Pradesh.**

- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques.
- Developed and implemented high-quality work environment as measured through employee satisfaction ratings.
- Maintain budget.
- Coordinated daily activity and flow of projects through multiple departments to verify on-time product delivery.
- Develop comprehensive project plans to be shared with clients as well as other staff members.
- Updated operational methods, oversaw accounting procedures, tracked information and compiled data to improve efficiency.
- Established and administered annual budget with controls to prevent overages, minimize burn rate and support sustainability objectives.
- Negotiated price and service with customers and vendors to decrease expenses and increase profit.
- Reported regularly to managers on project budget, progress and technical problems.
- Help the project team members with the design and development tasks.
- Defined responsibilities, duties, and roles of each team member.
- Managed team meetings and discussed project's goals and objectives.
- Manage the relationship with the client and relevant stakeholders.
- Obtaining permits and licenses from appropriate authorities.
- Deliver and install technology solutions.

Associate Management-IT & Ops.

Wipro Technology, Gurgaon -Mar 2013/Dec 2018

➤ **Client: National Informatics Centre (NIC) Ministry of Home Affairs, New Delhi)**
PROJECT: IVFRT (Immigration Visa and foreigner's Registration & Tracking) own by Ministry of Home Affairs Govt. of India under the national e-Governance Plan (NeGP). The aim of this project is to facilitate, control, and monitor all immigration from India to abroad and vice versa. This is a real time project, 24 X 7 environments, nearly by zero downtime.

- Work closely with **Project National Head** planning projects and preparing documents.
- Inputting to Change record approval decisions on an ad hoc basis and through internal **CAB (Change Advisory Board)** meetings.
- Create and maintain comprehensive project documentation's.
- Plan the activities of different sized team members and monitor their performance at each project modules.
- Manage the yearly operating budget, refine and implement all administrative and operational procedures, resolve employee disputes.
- Monitored projects overall progress and use of resources, initiating corrective action where necessary.
- Collaborating with internal and external stakeholders to gather project requirements.
- Managing Internal and External Vendors as well as onshore and offshore team.
- Maintains an inventory of all equipment, hardware, software and supplies.
- Implement and manage change when necessary to meet project outputs.

Languages

- Hindi
- English

Personal Skills

- Effective time management
- Multi-tasking
- Pro-active

- Negotiate and control all payments to service providers.
- Attend conferences and training as required to maintain proficiency.
- Ensure resource availability and allocation.
- Tracking project timelines, deliverables, and budget management.
- Using reporting and spot checks to identify areas of improvement from a process and user perspective.
- IT technology and executes basic changes while following standard operating procedures and change/release management policies.
- Investigating, recording and provisioning thematic analysis on failed changes, unauthorized changes and changes resulting in major incidents.
- Being prepared for when things go wrong and always having a back-up plan.

Key Skills & Competencies

- Able to work as part of a team and on own initiative.
- Willing to attend training sessions to further develop knowledge and skills.
- Adapting my style of management and leadership to each unique situation.

Proven ability to stay within approved budgets schedules & achieves objectives

Ankit Khare
(Signature)