

# ROHIT RAJ MK

## PROJECT MANAGER - PMP, ASM

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### PROFILE

Results-oriented Project Manager with 10+ years of experience across IT, Manufacturing, and Healthcare sectors, managing complex projects from initiation to delivery. PMP and ASM certified, with expertise in developing comprehensive project plans, managing budgets, mitigating risks, and ensuring regulatory compliance. Adept at fostering strong stakeholder relationships, driving cross-functional collaboration, and delivering projects within scope, time, and budget. A proactive leader committed to continuous improvement, customer satisfaction, and quality assurance.

### EXPERIENCE

#### **IT PROJECT MANAGER | MERCK | MARCH 2023 – PRESENT**

- Led and delivered multiple IT projects (software development, system implementations, infrastructure upgrades) and healthcare infrastructure projects, consistently achieving on-time and within-budget completion.
- Developed comprehensive project plans, translating high-level objectives into detailed schedules, tasks, and milestones using tools like MS Project and Smartsheet.
- Created detailed work breakdown structures (WBS), statements of work (SOW), and project management calendars to ensure clear task definition and efficient resource allocation.
- Conducted financial projections (cost vs. revenue), budgeting, and billing, effectively managing project finances and preventing cost overruns. Ensuring that the team continuously develops and risk for implementation is reduced through standardization and strong processes.
- Ensuring flawless execution of compliance and performance installations across our global manufacturing network.
- Implemented project tracking and reporting systems to enable proactive risk management and ensure visibility across all stakeholders.
- Setting objectives and targets for your team and provide useful feedback for your employees to develop.
- Led and managed complex pharmaceutical projects (development, production, etc.) with 5+ years of industry experience, driving progress through effective planning, execution, and stakeholder management.
- Identified opportunities to accelerate project delivery by challenging constraints and proactively managing cross-functional project issues.
- Proactively assessed and mitigated project risks developed clear recommendations for decision-makers, and communicated effectively across all organizational levels, even under uncertain conditions.
- Inspired and motivated project teams, fostering a collaborative and transparent environment to achieve ambitious goals, while navigating complex stakeholder landscapes with strong interpersonal and diplomatic skills.
- Implemented appropriate project management methodologies, including Agile (Scrum, Kanban) and Waterfall, adapting to project needs and improving delivery cycles. Collaborated with stakeholders

(internal teams, customers, consultants, contractors) to define project scope, objectives, and success criteria, aligning with business goals.

- Developed and nurtured strategic partnerships with key stakeholders, resulting in improved project efficiency and reduced turnaround time (e.g., 20-40%).
- Proactively identified, assessed, and mitigated project risks and inter-project dependencies, minimizing potential disruptions, and ensuring successful project outcomes.
- Managed cross-functional project teams, providing leadership, guidance, and mentorship to drive performance, implement best practices, and track deliverables.
- Facilitated effective communication and collaboration among stakeholders using ALM tools such as Smartsheet and Jira for resource allocation and issue tracking.
- Managed vendor relationships, including creating bidding documents (RFP/RFQ), overseeing procurement processes, managing purchase orders (PO), and handling billing.
- Monitored project progress, tracked key performance indicators (KPIs), and provided regular status updates to stakeholders through reports, dashboards, and meetings.
- Delivered concise and informative project communications, ensuring transparency and minimizing scope creep while maintaining positive stakeholder relationships.
- Ensured compliance with relevant regulatory requirements, industry standards, and internal quality management system (QMS) standard operating procedures (SOPs).
- Conducted post-project reviews to identify lessons learned, document best practices, and drive continuous improvement in project processes.

## **GLOBAL PROJECT MANAGER | SARTORIUS | AUGUST 2021 – MARCH 2023**

- Developed comprehensive project plans, including goals, deliverables, timelines, and budgets.
- Led project setup, governance, planning, reporting, and execution of business and operational projects to achieve strategic objectives.
- Prepared teams for governance decisions by monitoring progress on project schedules, costs, risks, and benefits, ensuring alignment with agreed project goals.
- Collaborated closely with cross-functional teams to understand business requirements and translate them into actionable project plans.
- Coordinated with stakeholders to gather project requirements, address concerns, and ensure alignment with organizational objectives.
- Conducted risk assessments and implemented mitigation strategies to minimize project disruptions.
- Interfaced with Manufacturing Execution Systems (MES) and Product Life Cycle Management (PLM) systems to ensure seamless integration with SAP.
- Applied expertise in the Sartorius Production System to drive continuous improvement initiatives and optimize manufacturing processes.
- Tracked project milestones, budgets, and deliverables to ensure successful project completion within scope, time, and budget constraints.
- Leading a diverse and multi-cultural team by developing competencies, coaching and motivation.
- Acted as a liaison between technical teams, stakeholders, and leadership, providing regular updates and ensuring alignment with project goals.
- Fostered a collaborative team environment, providing guidance and support to team members to maximize productivity and efficiency.
- Communicated project status, milestones, and risks to stakeholders through regular status reports and meetings.

- Ensured compliance with project management methodologies and best practices, including Agile and Waterfall.

## **SR. ENGINEER PROJECT MANAGEMENT & TECHNICAL SERVICE | BIOZEEN | May 2015 - July 2021**

- Developed project objectives by reviewing project proposals and preparing plans for discussion with management.
- Developed, maintained, and monitored detailed project schedules according to contracted milestones, supplies, and scope, primarily using MS-Project, Primavera P6.
- Ensured timely project delivery by closely monitoring progress and conducting regular meetings to ensure alignment.
- Managed project risks effectively and escalated critical issues to leadership to avoid delays and maintain project timelines.
- Supported sites with strategic analyses, business review preparations, and the development of site strategies to drive business performance.
- Engaged with the change management community to apply best practices and ensure seamless project transitions at PSM.
- Contributed to special initiatives and ad-hoc projects to support organizational goals and continuous improvement efforts.
- Maintained project schedules by monitoring progress, coordinating activities, and resolving issues.
- Tracked projects to ensure adherence to scope and meet targeted deadlines. Prepared weekly reports for senior management to review project status and progress.
- Scheduled weekly client meetings to communicate project progress, followed by preparation of project status reports through data collection, analysis, and summarization.

## **OPERATOR | NOKIA, CHENNAI | June 2014 - December 2014**

- Operated and maintained Nokia FRGT modules, ensuring efficient setup and operation within production processes.
- Conducted routine inspections and troubleshooting to identify and resolve issues, ensuring minimal downtime.

## **CERTIFICATIONS**

- PMP Certificate – PROJECT MANAGEMENT INSTITUTE (PMI)
- Certified Scrum Master (CSM) – SCRUMALLIANCE (InProgress)
- AGILE SCRUM MASTER (ASM) – EXIN
- Lean Six Sigma Yellow Belt – OTIFAS
- Udemy certifications in:
  - Smartsheet
  - JIRA Software
  - MS Project

## **EDUCATION**

- Master of Business Administration (MBA) in Logistics and Supply Chain Management | 2024- 2026 | Jain University
- Bachelor's degree in Commerce and Business Administration | 2019 - 2024 | IGNOU
- Diploma In Mechatronics Engineering | 2011 - 2015 | NTTF

## **SKILLS & ABILITIES**

- Communication & Negotiation
- Time Management
- Decision Making
- Risk Management & Mitigation
- Contract Management
- Problem-Solving & Conflict Resolution
- Strategy Planning & Implementation
- Project Management Methodologies
- Stakeholder Management & Collaboration
- Budget Management & Cost Control
- IT Consulting & Solution Delivery
- Team Building & Leadership

## **ACHIEVEMENTS:**

- Received Best Project Manager award from the Global team for the Q1 and Q2' 2022
- Participated in National level badminton championship after winning state zone (U14 and U16)