

ROHIT RAJ MK - PMP®,ASM®

conveytorohitraj@gmail.com | +91-7012953834 | Bangalore, India |
www.linkedin.com/in/rohit-raj-mk
Website:



GLOBAL PROJECT MANAGER | PORTFOLIO MANAGER | IT PROJECT MANAGER

CAREER SUMMARY

- PMP® certified Project Management Professional with over 10 years of rich onsite and offshore experience in Project & Portfolio Management, Delivery Management, Program Management, and Team Leadership.
- Skilled in planning, scheduling, budgeting, stakeholder engagement, compliance, risk management, and customer relationship management, with a creative and results-driven approach.
- Successfully delivered 50+ projects across IT, manufacturing, and healthcare, ensuring 95% on-time completion while maintaining budgets and quality standards.
- Managed projects and programs valued between \$500K - \$5M, optimizing resources and ensuring high ROI through effective planning and execution.
- Led and mentored teams of 100+ professionals across geographically diverse locations, driving efficiency and high-performance cultures.
- Expertise in cost optimization, resource allocation, risk management, and governance, ensuring smooth execution from initiation to closure.
- Proficient in Agile and Waterfall methodologies, balancing flexibility and structure to meet business objectives.
- Strong experience in service delivery, SLA management, and stakeholder communication, aligning projects with business goals.
- Adept at developing project timelines, risk management plans, and budgets to enhance project success rates.
- Recognized for mentoring and upskilling junior project managers and teams, improving overall team productivity and efficiency.
- Award-winning Project Manager, honored with Best Project Manager (Q1 & Q2, 2022) and recognition for portfolio optimization and strategic contributions, and received a Spot Award for exemplary support to the DDIT RQS Steering Committee.

WORK EXPERIENCE

MERCK KGaA | PROJECT MANAGER

(MARCH 2023- PRESENT)

- Executed Healthcare and Life Science IT solution delivery for business, managed PPM tool projects for New Product Introduction and Integrated Supply Chain management group.
- Create project charters, plans and schedules to align goals and ensure funding limitations, allocation of resources are addressed before project execution.
- Monitor project progress, identify risks and issues, and implement appropriate mitigation strategies, manage SOWs and contracts, make sure accruals are filed with finance.
- Lead daily standups with project teams and attend meetings with senior leadership and business stakeholders to review project status, updates and milestones.
- Supported the DDIT RQS Steering Committee with portfolio-level planning and forecasting of projects to ensure strategic alignment and resource readiness.

- Coordinated and executed Engineer-to-Order (ETO) and complex customer projects, ensuring timely delivery and quality compliance.
- Planned and facilitated project meetings including technical discussions, internal reviews, customer kickoff sessions, and project governance reviews (PGR).
- Organized and supported Customer Factory Acceptance Tests (FAT) and Site Acceptance Tests (SAT), ensuring alignment between customers and service/testing teams.
- Executed projects in compliance with quality regulations and company standards.
- Maintained and updated project data in SAP Project Builder (CJ20N), including milestones, activity forecasts, and confirmation/closure of completed tasks.
- Managed project finances by analyzing key performance indicators (KPIs) such as ZPST reports, tracking plan vs. actual costs, and implementing corrective actions to stay within budget and schedule targets.

BIOZEEN | SR. ENGINEER PROJECT MANAGEMENT & TECHNICAL SERVICE

(MAY 2015 - JULY 2021)

- Conducted internal and client-facing Kick-Off Meetings to align on project scope, timelines, and key deliverables.
- Coordinated cross-functional teams to monitor project milestones, track schedules, and ensure timely client approvals.
- Prepared and distributed Minutes of Meetings, followed up on action items, and ensured cross-team accountability.
- Managed material planning and procurement tracking in coordination with the purchase team to prevent delays.
- Developed and implemented risk mitigation plans for anticipated delays, ensuring continuous client communication and issue resolution.
- Monitored overall project progress, compiled biweekly client status reports, and supported the Project Manager in key decision-making.
- Visited domestic and international sites to perform Site Acceptance Tests (SAT) after successful Factory Acceptance Tests (FAT), ensuring smooth project handovers.
- Delivered after-sales support through efficient spares management and timely material delivery, ensuring high client satisfaction.

NOKIA SOLUTIONS AND NETWORK | OPERATOR

(MAY 2015 - JULY 2021)

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

SKILLS

• Project Lifecycle & SDLC	• Agile & SCRUM	• Stakeholder Management
• Client Management	• Budget & Resource Management	• Vendor Management
• Risk & Issue Management	• Change Management	• Requirements gathering
• Project planning & tracking	• Portfolio & Process Improvement	• Team Building & Leadership

- **Tools:** Microsoft office, SAP, MS PROJECTS, JIRA , Smartsheet, Service Now, MS Visio, Visual Studio
- **Reporting & Analytics :** KPI & Metrics, Portfolio & Project health dashboards

CERTIFICATIONS

- PMP Certificate – PROJECT MANAGEMENT INSTITUTE (PMI)
- AGILE SCRUM MASTER (ASM) – EXIN
- Lean Six Sigma Yellow Belt – OTIFAS
- Certified Scrum Master (CSM) – SCRUM ALLIANCE - InProgress
- SAFe for Teams Agile Release Train - InProgress

EDUCATIONAL QUALIFICATION

- 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

PERSONAL INFORMATION

- Nationality: Indian
- Passport No:C6348356
- Languages known: English (Fluent), German (Beginner)