



SHASHANK KATIYAR

PMO-Manager

PERSONAL BACKGROUND

Results-driven Project Manager with 10+ years of experience in leading cross functional teams to successfully deliver complex projects on time and within budget. Expertise in Agile, Waterfall methodologies with a proven track record of managing project lifecycles from initiation to completion. Adept at stakeholder management, risk mitigation, and process improvement. Skilled in resource allocation, team leadership and stakeholder management

SKILL

- Compliance (HIPAA, ISO, SOC2)
- Project Planning, Scope Management
- Gantt Charts, MS Project, Primavera, Timeline Planning
- Work Breakdown Structure (WBS), Milestone Tracking
- Risk Assessment, Risk Mitigation
- Cost Estimation, Budget Control, Earned Value Management (EVM)
- Agile, Scrum, Kanban, Sprint Planning, Jira
- Traditional PM, Phase-Gate Models
- Stakeholder Management, Reporting, Presentation Skills
- MS Project, Jira, Confluence, Trello, Asana
- SOW, BRD, MOMs, RAID Logs, Change Requests
- UAT, Quality Gates, Go-live Planning
- PMO Governance, Project Audits
- Portfolio Dashboards, Executive Reporting
- Process Adherence, PMO Policies & Procedures
- KPIs, Project Health Reports, PMO Scorecards
- Program Management, Resource Allocation
- PM Frameworks, Best Practices, Templates
- Resource Management, Utilization Tracking
- Organizational Change Management, Training

WORK EXPERIENCE

PMO-Manager

Doceree Media Pvt Ltd Oct 2024- Present

- Establishing PMO Framework: Develop and implement standardized project management processes, methodologies, and tools across all projects.
- Resource Allocation: Ensure proper allocation of resources (people, budget, equipment) across projects to optimize outcomes and meet strategic goals.
- Project Monitoring: Track project progress and performance across the portfolio, identifying risks, delays, and bottlenecks, and resolving issues as they arise.
- Performance Metrics: Establish and track Key Performance Indicators (KPIs) to assess the success and performance of projects and programs. Project Support: Provide support and guidance to project managers to help them overcome challenges and ensure that projects stay on track.
- Staff Development: Identify training needs and ensure team members have the necessary skills and tools to succeed in their roles. Promote continuous professional development.
- Stakeholder Engagement: Serve as the liaison between senior leadership, project managers, and stakeholders. Ensure that stakeholders are kept informed and engaged throughout the project lifecycle.
- Escalation of Issues: Ensure that any significant project issues are escalated promptly and addressed in a timely manner.
- Change Management: Oversee the implementation of changes to project scopes, schedules, and resources, ensuring that changes align with overall project objectives.

Project Manager

Adapt Ideation Pvt Ltd Sep 2022-Oct 2024

- Managed multiple high-impact projects simultaneously, ensuring Alignment with project goals and delivering on-time, within scope, and within budget.
- Developed detailed project plans, schedules, and budgets, utilizing project management tools such as MS Project and JIRA to streamline workflow and track milestones.
- Led a cross-functional team of 25 members, providing leadership and strategic direction, and ensuring cohesive collaboration to achieve project objectives.
- Implemented Agile methodologies to enhance project efficiency, Adapting Scrum and Kanban frameworks to optimize team performance and accelerate delivery.
- Identified and mitigated project risks, conducting thorough risk Assessments and applying risk management strategies to prevent delays and cost overruns.
- Engaged with stakeholders to gather requirements, manage expectations, and provide regular updates on project status, ensuring effective communication and stakeholder satisfaction.
- Consistently met project deadlines and exceeded client expectations, driving project success through strategic planning, resource allocation, and performance metrics analysis.

COURSE & CERTIFICATIONS

- Scrum Fundamental Certified
- Project Management 101
- Agile-Scrum Foundation

PREVIOUS EDUCATION

JNU

MBA(Operations)

2017-2019

MJRP(RTU)

B.Tech(I.T)

2008-2012

HOBBIES

- Music
- Passionate for Gym

Project Manager

Getepay Sep 2018-Aug 2022

- Prepared and maintained comprehensive project documentation, Including status reports, meeting minutes, and risk logs, ensuring accurate recordkeeping and effective project tracking.
- Coordinated communication between project teams and stakeholders, facilitating effective collaboration and issue resolution to align project objectives and manage expectations.
- Managed test plans and conducted reviews, overseeing quality assurance processes to ensure project deliverables met predefined criteria and quality standards.
- Created detailed project status reports and presentations, providing clear, actionable insights to stakeholders and supporting informed decision making throughout the project lifecycle.

Project Manager

FUTURETEK COMMERCE PVT LTD (Eshiksa Technology)

April 2015 - Aug 2018

- Prepared and maintained comprehensive project documentation, Including status reports, meeting minutes, and risk logs, ensuring accurate recordkeeping and effective project tracking.
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PROJECTS

1. AU Small Finance Bank QR Payment Application:- A mobile application enabling merchants and customers to make secure and real-time payments via QR codes integrated with AU Small Finance Bank's UPI services.
2. AU Small Finance Bank Auto Loan:- A digital platform to streamline auto loan processing including eligibility checks, application submission, document verification, and real-time loan tracking for AU Small Finance Bank.
3. Learn App:- An e-learning mobile app offering interactive courses, video lessons, and assessments designed for students and professionals to upskill across various domains.
4. Smart City Udaipur Application:- A citizen engagement and city management app under the Smart City initiative for Udaipur, offering features like complaint logging, service requests, and real-time civic updates.
5. Smart City Ajmer Application:- A digital interface for Ajmer residents to access smart city services, file grievances, track public services, and engage with local governance digitally.
6. Yayin:- Yayin is a multi-vendor platform that enables farm owners to track inventory and access services such as CCTV installation.
7. Custom Medz:- A health-tech application offering personalized medicine ordering, prescription uploads, order tracking, and pharmacy integration for home delivery.
8. Kelvin IoT Tracker:- A smart IoT-based device and mobile platform used to monitor environmental data like temperature and humidity in real time, often used in cold chain logistics.
9. Pixel IoT Tracker:- An advanced IoT tracker that provides real-time location and motion data along with environmental conditions, supporting alert mechanisms and data syncing.
10. Karto IoT Tracker:- A compact and rugged IoT-based tracking solution designed for vehicle and asset monitoring, equipped with GPS, sensor integration, and remote data logging.