

# SHREYANSHI RAI

Pune, Maharashtra, India

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## Professional Summary

Project Manager with 2 + years of hands-on experience delivering SaaS-based Learning Management System (LMS) implementations in the eLearning domain. Proven expertise in end-to-end project delivery, Agile execution, stakeholder management, resource planning, and post-deployment support. Adept at coordinating cross-functional teams, managing client expectations, and ensuring on-time, high-quality delivery of enterprise LMS solutions.

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## Professional Experience

### Associate Project Manager

*Invince (formerly UpsideLMS), Pune, Maharashtra*

Sep 2024 – Present

- Managed end-to-end SaaS implementation projects ensuring timely delivery within defined scope and budget.
- Conducted project risk assessments and supported the implementation of mitigation plans to address technical, timeline, and dependency-related risks.
- Facilitated regular project status meetings, sprint reviews, and client check-ins to track progress and align on next steps.
- Coordinated with cross-functional teams (product, engineering, QA, support) and external vendors to ensure timely delivery of project milestones.
- Supported clients by recommending suitable product configurations and technology solutions aligned with business requirements and platform capabilities.
- Built and maintained strong stakeholder relationships, ensuring clear communication, transparency, and client satisfaction throughout the project lifecycle.
- Assisted in invoicing, resource allocation, and budget tracking using project management tools such as ClickUp and internal tracking reports.

### Project Management Intern

*Invincible (formerly UpsideLMS), Pune, Maharashtra*

Aug 2023 – Aug 2024

- Supported planning and execution of CRM system implementation and website upgrade projects.
  - Participated in Agile sprint planning and retrospectives to streamline execution and delivery.
  - Tracked project progress, prepared reports, and contributed to requirement gathering activities.
  - Collaborated with development, QA, and business teams to ensure project alignment with strategic goals.
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## **Education**

### **MBA, Business Analytics and Operations**

*Lovely Professional University*

*Jul 2022 – Aug 2024*

### **B.Com, Marketing and Economics**

*Deen Dayal Upadhyaya University*

*Jun 2019 – May 2022*

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## **Skills**

**Project Management:** Project Planning, Agile & Scrum, Risk Management, Stakeholder Engagement, Contingency Planning

**Technical Delivery:** SaaS Implementation, Technical Communication, Business Requirements Gathering

**Tools:** ClickUp, Zoho BI, Tableau, Microsoft Project, Microsoft Teams, Monday.com, Google Workspace, MS Excel

**Communication:** Client Presentations, Cross-functional Collaboration, Written and Verbal Communication

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