

Smeet Thakkar

Project Manager, PMP®

Multi-tasking Project Manager well-known for successfully taking a project from shop drawing to completion. Certified as a Project Management Professional with almost seven years of overall experience. Adept at planning, estimating, organising, optimal resource utilisation and overall implementation of projects. Pursuing a new role where hard work and dedication will be highly valued.



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WORK EXPERIENCE

Project Delivery Manager SPINX Digital

06/2020

Achievements/Tasks

- Acting owner of business processes, guidelines and templates relating to project deliverables. A mixture of a project manager, scrum master, and program manager driving the creation, planning and execution of up to 4-7 software development projects with multiple stakeholders spread across various departments including engineers, executives and decision makers.

Project Manager PRDXN

06/2017 - 04/2020

Achievements/Tasks

- Supervise timely delivery of projects. Managing cross-functional teams of up to 10-12 software development and quality assurance engineers at once on multiple projects. Successfully led over 20 small to large sized projects including web & application development, data migration/visualisations, UI/UX, product development for almost 3 years now.

Associate Category Manager Packt Publishing Pvt. Ltd.

11/2016 - 05/2017

Achievements/Tasks

- Making long-term strategic roadmap for the specific product segments which involved finding new 8-10 market opportunities every month. At any given point of time, an ACM would need to manage 50-70 products across different phases (Ideation, Development, Delivery).

Acquisition Editor Packt Publishing Pvt. Ltd

10/2015 - 10/2016

Achievements/Tasks

- Responsible for an array of aspects from identifying the right resources for the project, establishing critical budgetary steps to ensure operating sustainability, setting up the team for long-term success through continued stakeholder and customer satisfaction.

Sales & Marketing Executive PANLLOYD LOGISTICS PVT LTD, Mumbai

10/2014 - 03/2015

Senior Sales Executive MARCUS EVANS

02/2013 - 09/2014

SKILLS

Project Management

Team Management

Leadership

Problem Solving

PMP

Project Planning

Quality Management

Stakeholder Management

Communication Management

Problem Solving

Risk Management

Quality Assurance

Time Management

Budget Management

Proposal Creation

Project Scoping

HONOR AWARDS

Most Valuable Player (08/2019)

PRDXN

Most Valuable Player (06/2018)

PRDXN

Star of the Team (04/2016)

Packt Publishing Pvt Ltd