
SHAILI SHAH

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PROFESSIONAL SUMMARY

Project manager offering expertise in process improvement, budgeting and forecasting. Exceptional leader who operates efficiently and creatively in fast-paced environments.

SKILLS

- Strategic planning
 - Expense reports
 - Advanced problem solving
 - Project planning and development
 - Team building
 - Dedicated team player
 - Advanced understanding of Ms-Office, Ms- Project.
 - Fluent in English
 - Business process re-engineering
 - Quality Control
 - Product Analysis
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WORK HISTORY

J.B ENTERPRISE

Project coordinator | India | May 2013 - May 2014

delivering every project on time within budget and scope.

Coordinate internal resources and third parties/vendors for the flawless execution of projects.

Ensure resource availability and allocation.

Develop a detailed project plan to track progress.

Report and escalate to management as needed.

Create and maintain comprehensive project documentation.

PETRO CANADA

customer service representative/ Team leader | London, Ontario | December 2014 - January 2017

As a part of regular duties, I am handling a team and their roles and responsibility and their schedules. ·

Appointed for managing cash and inventory; creating and maintaining reports. · Intended to discuss about current promotional products and ensures customer satisfaction.

EDUCATION

BACHELOR OF SCIENCE Information Technology

Gujrat university

India, | 2014

Learned about different fields of computer engineering; about various languages like C, C++, JAVA,PHP, designing technologies like JavaScript, JQuery, CSS; various database issues and software; object oriented programming and many more.

POSTGRADUATE Project managment

Fanshawe college

London, Ontario | 2015

Learned about MS Project, risk management, cost and time management, what can be scope of the project and how to handle resources and given time and cost during the completion of project, agile methodology. So, regarding various aspects of project lifecycle from requirement gathering to maintenance, I learned during this program.

POST GRADUATE Software information and system testing

Fanshawe college

London, Ontario | 2016

Learned about Selenium tool, various methods of Testing, Automation Testing, Test Strategies, Security aspects of

testing and importance of quality control and quality assurance in applications or software project.