

**ABHAI SURTI**

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**SUMMARY**

A seasoned Project Manager with 8 years of experience in the IT industry, specializing in Agile methodologies, cross-functional team leadership, and project execution. Adept at bridging communication between clients and developers, delivering projects on time, within budget, and aligned with business goals.

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**CORE COMPETENCIES:**

- Agile & Scrum Methodologies
  - Project Planning and Execution
  - Team Leadership and Collaboration
  - Stakeholder Communication
  - Risk Management and Problem-solving
  - Budgeting and Financial Management
  - Quality Assurance
  - Change Management
  - Technical Proficiency (JIRA, Trello, Google Cloud Platform, Clickup, Zoho)
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**WORK EXPERIENCE****1) Project Coordinator - TrooTech Technologies, Ahmedabad, Gujarat (Sept 2023 - Present)**

- Successfully led AI-driven projects across various domains, with specialized expertise in legal tech, driving business growth and compliance.
- Developed and implemented long-term product strategies, ensuring alignment with company goals and objectives.
- Led cross-functional teams in Agile project environments, ensuring adherence to the Scrum framework.
- Planned, coordinated, and executed project activities, aligning with business objectives.
- Facilitated daily stand-ups, sprint planning, and retrospectives, driving project progress and team collaboration.
- Communicated project status updates to stakeholders, addressing potential risks and mitigations.
- Demonstrated strong problem-solving skills, identifying and mitigating project risks.
- Fostered a culture of continuous improvement, encouraging team members to share ideas and best practices.
- Ensured timely project delivery through effective team coordination and risk management.

**2) Project Manager - Crawlapps Technologies, Surat, Gujarat (Feb 2023 – Aug 2023)**

- Managed the full project lifecycle for multiple IT projects, from initiation to closure.
- Led a team of IT experts, providing guidance, resolving queries, and ensuring task completion.
- Prepared comprehensive reports and documentation, presenting project updates to clients and senior management.
- Successfully delivered projects with high quality.

**3) Project Manager - AppStoneLab Technologies - Surat, Gujarat (July 2021 – Jan 2023)**

- Utilized Agile methodologies to manage project timelines, budgets, and resources effectively.
- Supervised a global team of 20+ IT experts, fostering collaboration and innovation.
- Conducted regular team meetings, tracked project progress, and proactively addressed any roadblocks.

- Increased team productivity by 20% through enhanced Agile practices and team engagement.
- 4) Business Analyst - CMARIX Technologies - Ahmedabad, Gujarat (Feb 2021 – May 2021)**
    - Analyzed client requirements and developed comprehensive scope documents.
    - Facilitated discussions with clients to finalize project scopes and prepared business proposals.
    - Created detailed Work Breakdown Structures (WBS) for projects, enhancing project clarity and execution.
  - 5) Business Analyst - ManekTech - Ahmedabad, Gujarat (July 2019 – Jan 2021)**
    - Gathered and analyzed client requirements, created module lists, and prepared detailed business proposals.
    - Developed process flow diagrams and wireframes using tools like Axure, ensuring alignment with business requirements.
    - Created case study documents and presentation files for client projects.
  - 6) Business Development Associate - Tri-Force IT Services - Ahmedabad, Gujarat (Dec 2018 – Jun 2019)**
    - Conducted research on US Federal Agencies and Government requirements, prepared proposal documents, and submitted proposals.
    - Created CVs for proposals and prepared necessary documents for proposal submissions.
  - 7) Web Developer - SaiKrupa IT Software Solutions - Navsari, Gujarat - Feb 2016 – Feb 2017**
    - Developed websites using HTML/CSS and integrated data using PHP and MySQL.
    - Maintained web portals, provided suggestions for improvements, and utilized various programming tools and techniques.
    - Taught programming languages to students and assisted them with their final semester projects.
  - 8) PHP Developer - Lysung Ventures - Surat, Gujarat (July 2015 – Jan 2016)**
    - Implemented web applications and user interfaces, created open-source websites for clients, and maintained existing websites.
    - Developed functionality according to client needs, ensuring high-quality deliverables.
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## EDUCATION:

- 1) MSc. (IT) - Charusat University (2013 - 2015)**
  - 2) BCA - VNSGU (2010 - 2013)**
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## CERTIFICATIONS & ACHIEVEMENTS:

- ["Agile Project Management"](#) - Google at Coursera
  - ["Foundations of Project Management"](#) - Google at Coursera
  - ["Project Initiation: Starting a Successful Project"](#) - Google at Coursera
  - "Data Landscape of Gen AI for Project Managers" - Project Management Institute.
  - "Project Manager" - Great Learning
  - "Business Analysis for Project Managers" - LinkedIn Learning
  - "Business Analysis Fundamental Course" - Udemy
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**LANGUAGES:** English, Hindi and Gujarati

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