

# AMAN THAKUR

## CONTACT

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## SOFT SKILLS

- \* Leadership
- \* Business Process Improvement
- \* Communication Skills
- \* Project Scope & Scheduling
- \* Strategic Planning
- \* Project Plans & Lifecycle Management
- \* Agile & Scrum
- \* Budgeting
- \* CI/CD

## TECHNICAL SKILLS

- \* Jira
- \* Pivotal tracker
- \* Slack
- \* Google docs
- \* iOS
- \* Browser stack
- \* GitHub
- \* Microsoft Office
- \* Confluence
- \* Zoom
- \* New Relic (monitoring)
- \* Quality Center

## CERTIFICATIONS

Agile Scrum Master

## TECHNICAL PROJECT MANAGER || SCRUM MASTER

Organized, detail-oriented and proactive Technical Project Manager with a proficiency in project scheduling, budgeting and collaboration. Over a decade of experience in managing day to day operations and special projects, which allowed me to develop my skills in process improvement, communication, leadership and customer satisfaction. Passionate about emerging technologies and dedicated to exceeding expectations to reduce cost and improve efficiencies.

## WORK HISTORY

**Project Manager / Owner, 03/2016 to 03/2020**  
**Amani Limo & Charters - Lockport, IL**

- Maintained and monitored project plans, project schedules, deadlines etc by creating project management plan, communication management plan, procurement management plan and sharing with stakeholders, vendors and team members.
- Responsible for ensuring the efficient and profitable functioning of the business by managed the full range of business functions to include financial forecasting, accounting and business development.
- Created and monitored marketing and promotional approaches to assess their effectiveness in driving and increasing sales and profitability.

**Quality Assurance Analyst, 07/2015 to 01/2016**  
**Sigmasoft Inc. - Bolingbrook, IL**

- Gathered requirements from variety of stakeholders and managed them via Requirements Traceability Matrix.
- Created sets of tests data, executed SQL queries, reported findings, performed smoke tests for each build.
- Coordinated, and documented user acceptance testing (UAT) activities and issues.
- Prepared daily and weekly status reports.
- Created, executed, maintained Test Plan, Test Scripts and Test Cases manually through HP QC.

**Operations Manager, 03/2011 to 04/2015**  
**7-Eleven - Hinsdale, IL**

- Demonstrated leadership and promote a teamwork oriented environment setting high standards and modeling behavior for optimum guest service Implement new product lines and create strategies to introduce and promote them to our guests.
- Ensure product mix and inventory levels are properly maintained to increase sales and control inventory.
- Ensure compliance with all local, state, and federal laws within the scope of the convenience/food store operation.

**Associate Manager, 01/2009 to 02/2011**

**Wyndham Hotels And Resorts LLC - Lansing, IL**

- Provided personnel management for the company's staff. Hired resources, coordinated desk schedules and maintained consistent communication throughout daily operations.
- Ensured quality and timely front-line customer service and satisfaction. Ensured customer data was properly maintained in the customer relationship management (CRM) system.

## **EDUCATION**

**Bootcamp : Technical Project Management, 2020**

**Thinkful Online - Chicago, IL**

**Area of Focus:**

- Project management principles and development methodologies (agile, waterfall, and hybrid).
- Managing schedules, budgets, resources and quality.
- Drafting project charters, scope statements, goals, risks and work breakdown structure (WBS).
- Gathering and managing stakeholder requirements.
- Creating risk management plans and contingency plans.
- Procurement management and vendor coordination.
- Leadership, collaboration, communication and team building.

**Professional Certificate : Quality Assurance, 2015**

**SigmaSoft - Bolingbrook, IL**

**Associate of Arts : Business Administration, 2009**

**Indra Gandhi National Open University - New Delhi, India**

**Associate in Engineering Technology : Mechanical Engineering, 2005**

**Algonquin College - Ottawa, Canada**

