

Tushar Saurabh

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Dear Sir:

I came across an opening for Project Manager for which I would request you to consider my profile.

I have 10 years of experience in IT industry. I started as Mainframe developers and moved on to Project Management. Currently I handle a team of 18 people, the team is set to grow to 40+ in next six months.

In my earlier roles, I have worked as developer, Technical SME and Onshore coordinator. As onshore coordinator, I worked and interacted with Clients on project execution aspects.

In my current role, I take care of operational aspects of project management. After approval of estimations, I work on creating Statement of Work, project planning and staff fulfillment. During the course of project, I track the progress of project by having daily calls with team, have project status review with management, risk management, coordinate with peripheral teams, ensure audit compliance and billing and invoicing. Besides delivery tasks, I take care of resources goal setting and appraisal. I am also involved in Business Development, one of my proposal was accepted and generated revenue USD 500,000.

I have a strong communication and leadership skills. To keep improving both, I have joined Toastmasters Intenation in 2014 and have been using the platform diligently to improve my soft skills.

Given a chance, I would prove to be an asset and hence request you to please give me a chance.

Looking forward to your reply.

**Sincerely,
Tushar Saurabh**