

TEJAS KASHID

Personal Profile

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Nationality

Indian

Links

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Skills

Project Management

Business Analysis & Requirement

Budget Management

Stakeholder Management

Requirement Gathering

Vendor Management

Capacity Planning

Sprint/Release Management

Cost Optimizations

Client coordination

Process Improvements

Effective Time Management

Team Building Negotiation

Customer Service

Multitask

Professional Summary

Project Manager-IT - TUV SUD South Asia Pvt Ltd, Pune June-2022-current

Initiate and Execute Project Structure: Developed & implemented a robust project structure and enhance project efficiency. Led end-to-end delivery of enterprise IT and projects, managing the full project lifecycle (Initiation, Planning, Execution, Monitoring & Controlling, Closure) in alignment with PMP best practices.

Project Lifecycle Management: Successfully managed projects from initiation to closure, ensuring adherence to timelines and budget constraints.

Risk Management: Proactively managed project risks, employing effective risk management strategies throughout the project life cycle.

Customer Management and Scope Control: Managed customer requirements and project scope to achieve project objectives, fostering positive client relationships.

Customer Satisfaction: Ensured high levels of customer satisfaction through proactive communication, effective issue resolution, and successful post Go-Live support.

Managed customer escalations and critical incidents, maintaining trust and service continuity.

Issue Resolution and Change Management: Proactively monitored project progress, promptly resolving issues, and initiating corrective and preventive actions as required. Enforced rigorous change management processes to handle project alterations effectively.

Communication and Stakeholder Engagement: Ensured smooth communication with customers post Go-live, addressing concerns, and maintaining customer satisfaction.

Team Management: Led a high-performing team, agreeing on targets, defining responsibilities, and promoting a collaborative work environment. Actively sought and provided feedback from project team members, managers, and customers.

Financial Management: Managed project financials, including cost reviews, renewal dates, and incorporating risks into project costing. Identified and minimized non-conformance costs, contributing to overall project profitability.

Service Management and Innovation: Drove service management initiatives to bring innovation and enhance project delivery. Ensured service management governance within all engagements.

Project Risk Management: Executed comprehensive risk management, including planning, identification, analysis, response planning, and control.

Technologies and Platform

awareness

- Azure DevOps
- SQL
- ASP.NET & JAVA
- JIRA
- Microsoft Power Platform.
- SAP
- Mongo DB
- Google Cloud Platform.
- Microsoft Office.

Employment History

IT-Team lead , Larsen & Toubro Limited

Sep-2016 -Jun-2022

Requirement Gathering: Led the requirement gathering process, ensuring a comprehensive understanding of project needs and stakeholder expectations.

Cloud Platform and Database Management: Managed Google Cloud Platform and Atlas MongoDB, overseeing implementation, optimization, and maintenance of cloud-based solutions.

SSC-IT Budgeting: Played a pivotal role in SSC-IT budgeting, contributing to strategic planning and resource allocation for IT initiatives.

Smartdocs Implementation (Navoday Project): Successfully implemented Smartdocs for the Navoday Project, integrating a Vendor Collaboration Invoice Processing System to enhance efficiency.

Account Payable Application (BPM-ERP): Implemented and provided ongoing support for the Account Payable Application, leveraging BPM-ERP solutions to streamline financial processes.

ITMS Implementation & Support (Invoice Tracking Management System):- Led the implementation and provided ongoing support for ITMS, an Invoice Tracking Management System, ensuring accuracy and efficiency in financial operations.

Vendor Portal Management: Vendor Portal operations, fostering collaboration and optimizing vendor interactions.

In-House Portal Management: Oversaw the management of in-house developed portals, ensuring seamless functionality and user satisfaction.

IT Infrastructure & Information Security: Took responsibility for IT infrastructure management and information security, implementing robust measures to safeguard data and systems.

IT Infra Support for All SSC Locations: Provided comprehensive IT infrastructure support for all SSC locations, ensuring a consistent and reliable technology environment.

Jr. Business Analyst, Time Legend IT & HR Consulting Solutions , Pune

Feb-2016 – Aug-2016

IT Strategy & Roadmap: Defined comprehensive IT strategy and roadmap aligning with business objectives, fostering innovation, and ensuring long-term success.

End-to-End Software Delivery and Project Management: Managed end-to-end software delivery and project management lifecycle, from planning and scoping to execution and delivery.

Agile Methodology Implementation: Successfully implemented Agile methodology, managing SCRUM processes, preparing product backlog, and sprint backlog for efficient project execution.

Product Vision and Implementation: Defined the product vision and strategically planned for its implementation, ensuring alignment with organizational goals.

Team Management: Managed a team of 8 software developers providing support to branches in more than 10 countries.

Streamlined processes for issue/bug resolution and infrastructure management, improving overall efficiency.

Stakeholder and Client Relationship Management: Conducted effective stakeholder and client relationship management, ensuring clear communication and alignment with project objectives.

SLA Definition and Monitoring: Defined SLAs, monitored pending tickets regularly, and ensured timely resolution to meet service level agreements.

IT Manpower Strategy:Defined IT manpower strategy, evaluated team performance, provided feedback, and conducted performance appraisals.

Performance Reporting:Published monthly performance reports and dashboards to management, providing insights into project progress and key performance indicators.

System Analyst, Syntel, Pune

July-2012 – Dec-2015

SLA Definition and Monitoring:Defined SLAs, monitored pending tickets regularly, and ensured timely resolution to meet service level agreements.

Rapid Application Development (RAD):Spearheaded the gathering of requirements, design, implementation, and management of Rapid Application Development (RAD) for various applications.

Documentation and Maintenance:Ensured comprehensive documentation and maintenance procedures were in place, supporting the long-term sustainability of applications.

Custom and Mass Report Preparation:Prepared custom reports and mass reports according to client requirements, demonstrating a commitment to delivering tailored solutions.

Corporate trainings conducted:

- Problem Solving Techniques.
- Stress management.
- Business Writing.
- Six sigma yellow belt.
- Leadership management

Certifications:

1. Project Management Professional (PMP®) – PMI

Credential ID : 4281179

Validity: Jan 2026- Jan 2029

2. Project management simplified

Education

BCS, D Y Patil College, Pune

June-2006 – June-2010 (First class)

MBA-IT, S B Patil Institute of management, Pune

July-2010 – July-2012 (First Class)