

# TEJAS KASHID

## Personal Profile

Sahil Vighnesh Residency, Wakad  
Pune, 411057  
India  
+919021787999  
[tejas.kashid@yahoo.com](mailto:tejas.kashid@yahoo.com)

## Nationality

Indian

## Links

LinkedIn-  
[www.linkedin.com/in/tejas-kashid-b670b078](https://www.linkedin.com/in/tejas-kashid-b670b078)

## 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)