

JEYARAM S

PMO ASSOCIATE

CONTACT

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SKILLS

TECHNICAL SKILLS

- Project Management, Risk Management, Budgeting
- Process Optimization, Production Planning
- SAP, Power BI, Microsoft office Suite, Microsoft Project

SOFT SKILLS

- Team Leadership, Collaboration, Time Management
- Problem Solving, Critical Thinking

TOOLS

- SAP
- Power BI
- Microsoft office Suite
- Microsoft Project
- ServiceNow
- SolarWinds

PROFILE

Project Coordinator / Project Manager with 3 years of experience overseeing IT projects, optimizing workflows, and managing cross-functional teams. Looking to contribute to a dynamic team that fosters innovation and efficiency in delivering IT solutions

WORK EXPERIENCE

HCL TECH

2022 - Present

PROJECT COORDINATOR

- Overseeing project governance and execution for IT infrastructure initiatives, including data center transitions, server upgrades, and network optimization projects, aligned with ITIL v4 and internal PMO frameworks.
- Partnering with Service Delivery, Infrastructure Ops, and Lifecycle Management teams to ensure seamless service transitions, capacity planning, and compliance with SLAs and availability metrics.
- Maintaining and tracking project artifacts (RAID logs, schedules, change requests) and generate dashboards in Power BI and Excel, enabling real-time reporting on infrastructure health, performance, and delivery timelines.
- Supporting incident trend analysis, RCA (Root Cause Analysis), and continuous service improvement (CSI) planning to reduce downtime and improve service stability across infrastructure layers.
- Facilitating hybrid delivery environments by coordinating Scrum events and applying Agile principles where applicable, while managing critical-path milestones in Microsoft Project for infrastructure deployments.

TVS RUBBER

2019-2020

PRODCUTION SUPERVISOR

- Managed daily operations across 5 production units, optimizing efficiency.
- Trained team members on best practices, improving overall productivity by 9 to 10%.
- Ensured compliance with safety standards and implemented corrective actions.

CERTIFICATIONS

- ITIL V4 Foundation
- Certified Scrum Master (CSM)
- Chronus Mentoring Certification

LANGUAGES

- English (Fluent)
- Tamil (Native)
- Hindi (Beginner)

HOBBIES

- Trekking (Organizing personal travel itineraries and group events, applying project planning skills)
- Badminton-Shuttle (Regularly participating in local games to stay active and competitive)
- Netflix / Prime (Exploring international storytelling through Netflix and Prime Video, with a focus on narrative structure and cultural trends)

EDUCATION

Master of Business Management - General 2022 - 2024
Thiagarajar School of business | Kamarajar University

Bachelor of Engineering - Mechanical 2018 - 2022
Sethu Institute of Technology | Anna University

KEY PROJECTS

IT Infrastructure Projects

Role: Project Manager | Duration: 6 months / ongoing

- Coordinated IT infrastructure stream of an office relocation project, including network setup, hardware provisioning, and vendor management to ensure a seamless transition with zero downtime.
- Supporting Infrastructure Lifecycle Management (LCM) by tracking asset health, coordinating hardware refresh cycles, and planning end-of-support replacements in collaboration with service delivery teams.

Network/Infra Projects

Role: Project Manager | Duration: 6 months / ongoing

- Supporting procurement, configuration, and deployment of Cisco Meraki network devices across sites, coordinating with vendors and IT teams to ensure secure and scalable network rollout.
- Supported infrastructure rollout by coordinating switch configuration, VLAN assignments, and network provisioning with the infrastructure and network teams.

OTHER PROJECTS

HRM Project at TVS Sensing Solution PVT. LTD

- Conducted Employee Competency Mapping across departments to identify skill gaps and build a comprehensive Skill Matrix aligned with job roles and performance standards.
- Collaborated with the Learning & Development team to recommend targeted training programs and succession planning strategies based on competency insights.

HRM Project at SVS Foods PVT. LTD

- Led and implemented employee engagement programs focused on improving team collaboration, communication, and workplace morale.
- Achieved a measurable 12% increase in production output by fostering a more cohesive and motivated work environment.