

Jay Sorathia

Software Project Manager with 7+ years of experience managing 30+ Small and large scale Web & mobile development projects from inception to completion for various industries like Real Estate, ERP, CRM, On-Demand, Aviation, Chat, AI, Streaming, Dating, Payments, Measurement Tool, Education, etc.

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EXPERIENCE

TCI Infotech, Abu Dhabi — Project Manager (Contract)

July 2023 - Dec 2024

Oversaw the Data Centre Split project, ensuring successful execution and completion.

Developed comprehensive project plans and site diagrams in collaboration with site engineers.

Facilitated the client kick-off meeting and produced weekly project reports for client updates.

Coordinated daily communications with the team to address updates and resolve issues.

Managed the arrangement of work permits for project team members.

Baroque Group, Dubai — Project Manager

April 2023 - March 2024

Managing companies websites and mobile apps for 7 different verticals/services which includes Aviation, Property, Yachts, Travel, Concierge, Chat Platform.

Conducting Stand up meetings, sprint meetings, project review meetings, retrospective meetings.

Created Documents for all the projects which includes requirement gathering, defining scope of work with confirmation from stakeholders.

Implemented Jira for project management & Streamlined the process

Resolved communication gap between Management, Sales team and development team..

Collaborated with management to gather requirements and innovative ideas, translating them into actionable sprints.

Decomposed sprints into manageable tasks in JIRA, establishing timelines for each task.

Facilitated team progress on JIRA as Scrum Master, ensuring timely

SKILLS

Project Management.

Risk Management.

Budget & Cost Analysis.

User Research.

Progress Reports

Team Leading

Resource Management

Process Improvement

Supervision on Design,
Development & QA

Project Planning

Change Management

Conflict Resolution

Team Management

Task assignment &
monitoring

Agile

Scrum

Customer Service

Stakeholder Management

Performance Management

Vendor Coordination

Attention to Details

TOOLS

Jira

delivery of project milestones.

Youngbrainz Infotech, India — Project Manager

Oct 2021 - Jan 2023

Managed company clients and 3rd party vendors for the business

Conducted day-to-day project coordination, planning, and implementation across multiple teams

Created functional and technical application documents

Supervised 22 employees by delegating work, assigned tasks, attendance & performance which resulted in %50 growth.

Gathered 40+ requirements & estimated it, implemented agile methodology in 10+ projects and improved execution by %80.

Coordinated and communicated activities for clients, vendors management.

Interviewed 50+ candidates for multiple profiles and increased team size by %50.

Technource Web, India — Sr. Project Coordinator

May 2020 - May 2021

Delivered 5+ Projects using agile methodology.

Increased efficiency and client satisfaction by %80.

Conducted daily stand-up meetings, demo meetings, sprint review meetings and retrospective meetings.

Assisted in recruitment by conducting interviews for profiles like QA, Designers and Developers.

Samcom Technobrainz, India — Project Coordinator

Jan 2018 - Mar 2020

Managed 20+ projects from initial phase till deployment.

Supervised team of 30+ members, assigned tasks over Gitscrum, Asana, Trello & Jira

Involvement in steering company website, 4 internal cloud servers with other client servers, graphics and events.

Generated leads using Google and other business directories like Yellow pages, Clutch, etc.

Made sure the quality of the project is maintained and client is satisfied with the delivery.

Asana

Trello

Gitsrum

Figma

Miro

Microsoft Office

Other Information

Nationality: Indian

Language: English, Hindi

Notice Period: Immediate

Reference available upon request

AIS Technolabs, India — *Business Development*

Dec 2016 - Jan 2018

Understanding & bidding accordingly over Freelancer

Generated & sustained business leads

Gathered data through various business directories for email marketing via Zoho CRM..

EDUCATION

Gujarat Technical Uniterivisty, Rajkot — *Bachelor's Computer Engg.*

2013 - 2016

Gujarat Technical Uniterivisty, Rajkot — *Diploma Computer Engg.*

2010 - 2013