

OM SINGH

Project Manager / Management Engineer

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Core Competencies -

- Agile & Scrum Methodologies
- Risk Assessment & Mitigation
- Stakeholder Management
- Budgeting & Cost Control .
- Resource Allocation & Management
- Team Leadership & Collaboration
- Project Documentation & Reporting
- JIRA, Trello, Asana, MS Project .
- Project Planning and Executions .
- Strong Communication & Negotiation Skills

Tools & Technologies :

- JIRA for Agile Project Management .
- Confluence for Documentation and knowledge sharing
- Slack/MS Teams for real-time Communication .

Soft Skills :

- Leadership: Proven ability to lead diverse teams and inspire high performance.
- Problem-Solving: Skilled at identifying issues and finding effective solutions quickly.
- Time Management: Exceptional ability to prioritize tasks and manage multiple deadlines.
- Adaptability: Comfortable working in dynamic environments with shifting priorities.
- Negotiation: Strong negotiation skills with vendors, clients, and internal stakeholders.

PROFESSIONAL SUMMARY –

- Highly motivated and results-driven Project Manager with almost 3+ years of experience leading cross-functional teams, driving project delivery, and ensuring client satisfaction at Consultadd in Pune. Proven track record of managing multiple projects simultaneously while maintaining high-quality standards, meeting deadlines, and optimizing Specific resource allocation. Skilled in Agile methodologies, risk management, stakeholder communication team management , and SDLC project lifecycle management.
- Business Analysis & Requirement Gathering -Conducted in-depth business and systems analysis, identifying key requirements, pain points, and process inefficiencies across multiple domains.Gathered, analyzed, and documented
- business requirements (BRD, FRD, SRS) through stakeholder interviews, workshops, and JAD sessions.Collaborated with cross-functional teams (product owners, developers, QA, and business users) to define project scope and objectives.
- Data Analysis & Reporting -Utilized SQL, Excel,and Looker to extract, analyze, and visualize business data for decision-making and KPI tracking.Created dashboards and reports to track business performance, trends, and customer behavior, enabling data-driven decision-making. Conducted gap analysis and impact assessments to evaluate the effectiveness of new business processes .
- Process Improvement & Optimization -Led business process reengineering (BPR) initiatives, improving operational efficiency and reducing process bottlenecks .Designed and optimized workflows, SOPs, and process automation solutions, resulting in reduced turnaround time and cost savings. Applied Lean, Six Sigma, and Agile methodologies to streamline business operations and enhance productivity.
- Stakeholder & Project Management -Acted as a liaison between business users, IT teams, and executives, ensuring clear communication and alignment of project goals. Assisted in project planning, timeline estimation, and risk assessment, leading to improved project execution. Managed and prioritized product backlogs in Agile environments using JIRA, Confluence, and Trello.
- Functional Testing & UAT- Facilitated User Acceptance Testing (UAT) by preparing test cases, test scripts, and validating system functionalities against business requirements. Collaborated with QA teams to ensure test coverage, defect tracking, and resolution.

WORK EXPERIENCE

Consultadd , Pune , India

June 2022 till Present
Project Manager (ME)

Responsibilities:

- Efficiently handle multiple projects simultaneously, ensuring quality outcomes, timely delivery, and budget adherence.
- Lead cross-functional teams consisting of developers, QA engineers, business analysts, UX designers, and other stakeholders. Manage both Agile and traditional Waterfall methodologies based on project requirements.
- Conduct sprint planning, retrospectives, and daily stand-up meetings. Implement Scrum and Kanban frameworks to streamline project execution. Foster continuous improvement through feedback and retrospectives.
- Identify potential project risks and develop mitigation strategies. Implement contingency plans to minimize disruptions.
- Conducted regular risk assessments to ensure the project remains on track .
- Led cross-functional teams of 10-12 members, facilitating daily stand-ups, sprint planning, and retrospective meetings in Agile environments. Developed and maintained detailed project documentation including scope, schedules .
- Collaborated with clients, stakeholders, and senior management to define project objectives, scope, and deliverables.
- Identified project risks, devised mitigation strategies, and monitored progress to prevent potential bottlenecks.
- Optimized resource allocation to improve team productivity and project efficiency by 15%. Allocate resources effectively to maximize productivity. Create detailed project timelines and ensure timely task completion. Balance team workload to maintain morale and productivity.
- Ensure project deliverables meet high-quality standards and client expectations. Implement quality assurance processes and monitor project outputs for compliance ,Conduct post-project reviews to identify areas for improvement.
- Track project progress using tools like JIRA, MS Project, and Trello. Monitor budget usage, resource allocation, and risk factors. Led a high-impact project that increased customer satisfaction by **30%** based on post-project feedback.
- Make data-driven decisions to ensure project milestones are met on time. Proactively identify potential risks and develop mitigation strategies. Handle project issues promptly to minimize negative impacts on the project timeline or budget. Communicate any risks or issues to stakeholders promptly and propose viable solutions.
- Develop and maintain project budgets, ensuring financial accountability. Optimize resource utilization to keep costs under control. Report financial status updates to senior management and stakeholders.
- Developed and monitored Key Performance Indicators (KPIs) to track project progress, team performance, and operational effectiveness. Collaborated with senior management to develop strategic business plans aligned with company objectives and growth targets.
- Conducted in-depth data analysis and created actionable reports using tools like Microsoft Excel, Power BI, to support decision-making. Implemented automation solutions to minimize manual tasks, reducing errors and increasing productivity by 30%. Oversaw project timelines, budgets, and resources, ensuring adherence to Agile and Waterfall methodologies depending on project requirements.
- Developed and maintained risk management frameworks, successfully mitigating potential operational and financial risks. Fostered strong relationships with key stakeholders, facilitating smooth communication between technical and non-technical teams. Delivered regular training sessions to enhance team competency in project management tools such as JIRA, Confluence, and MS Project.
- Utilized tools like JIRA and Trello for project tracking and task management, improving team collaboration and transparency. Delivered regular project status reports and presentations to senior leadership and clients.

EDUCATION-

Bachelors / College - GI Bajaj Institute of Technology And Management (Greater Noida/UP) Course – B. Tech (Civil Engineering) Percentage – 7.5CGPA { Batch 2018 till 2022 }