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PROFILE SUMMARY:

- **Total of 10 Years experience as Project Manager | Team Lead | QA Manager | Implementation in HRMS | Business Domain Software.**
- As a Project manager, I am using Agile / Waterfall methodology and I will make sure to deliver software to customers on time, prepare the project planning, check the feasibility with the development team, set the milestones, prepare the escalation matrix, and improve the process.
- Handling multiple departments like Implementation, Support, QA, and Development.
- Conduct training sessions for internal team members as well as field employees.
- Managing end-to-end project process, coordinating with all stakeholders, and establishing working relationships with all internal teams and clients.
- Possess extensive knowledge of Software Development Life Cycle (SDLC)/ Software Testing Life Cycle (STLC), Black Box Testing, Detecting Bugs, and Classifying them based on the requirement.
- Experience in handling various testing like Module Testing, Integration Testing, Usability Testing, Functional Testing, API Testing, UAT Testing, and so on.
- I follow possesses a motivational management style with a record of being able to deliver positive results independently and under pressure.

CAREER OBJECTIVE:

I am looking ahead to working in a professional, growth-oriented organization, wherein one can make a significant contribution to the success of the organization. Seeking a position that involves creativity, and challenges and that provides me, with an opportunity to constantly strive to explore, innovate & excel in attaining organizational and individual goals. A consistently dependable team player, I can thrive in a high-pressure environment, and enjoy the challenges of meeting deadlines and managing a team successfully.

Cibirix Digital Media Pvt. Ltd., Indore (M.P.)

Project Manager | July 2021 – At Present

- * Ensuring the team adheres to its processes.
- * Scheduling and allocating work, providing advice and guidance, gathering and updating project status, and resolving problems to meet the technical team and financial objectives.
- * Coordinate all Scrum Ceremonies including Sprint Planning, Daily Standups, Sprint Demos, and Release Planning.
- * Developed the screening and used the agile / waterfall methodology.
- * Assist in defining and deploying new product development processes and in facilitating the continuous improvement of existing processes.
- * Learning new data and information so that I will manage my task.
- * Developing the ZOHO HRMS software and help to the HR team members.
- * Provided ZOHO HRMS system training to HR, VP, and Director.

Keltech Energies Ltd., Bengaluru (K.A.)

IT Manager | Jun 2021 – July 2021

- * Handling Multiple Software like – ERP, Odata, and MySQL
- * Software integration process and development learning in progress.
- * Support to all departments HODs taking my assistance on making changes, resolving problems to

improve the process in the systems.

Beehive Software Services Pvt. Ltd., Mumbai (M.H.)

Project Manager / QA Manager / Implementation Manager | Jun 2017 – May 2021

- * Handling multiple departments (Development, QA, Implementation, and Support department) and Projects.
- * I am assisting the implementation team in resolving requests coming from clients on Salary Structure, HRMS, ESM, PMS, Reimbursement, Leave Rules, Attendances Rules, Exit, Claims, Travel & Expenses, Recruitment, Training, Visitor Management, Confirmation Request, Location Tracking, and Workflow Setups.
- * Prepare detailed project work plans and schedule resource planning for all project teams and identify bugs to resolve those issues.
- * Managing end-to-end project process and coordinating with all stakeholders and establishing working relationships with all internal teams and Clients.
- * Monitor timely execution of assigned projects pre/ post-development to ensure quality deliverables and help client users for pre/ post LIVE stage.
- * Handling all stages of project development, testing, and training for all internal teams and Clients.
- * Manage project interdependencies, milestones, and deliverables to ensure successful implementation and rollout of clients.

Spine Technologies Pvt. Ltd., Mumbai (M.H.)

Team Lead - Testing and Implementation/ Project Manager | Jun 2012 - Jun 2017

- * Assisting the implementation team in resolving requests coming from the client on Salary Structure, HRMS, ESM, PMS, Reimbursement, Leave Rules, Attendances Rules, Exit, Claims, Travel Desk, Recruitment, Training, Visitor Management, Confirmation Request, and Workflow Setups.
- * Perform Manual Testing for Web, Desktop, and Mobile Based Applications.
- * Experience in various types of testing like Module Testing, Integration Testing, API Testing, Usability Testing, Functional Testing, Analyzing reports and finding their problems.
- * Within time constraints resolve queries on a priority basis, excellent knowledge of Black Box Testing.
- * Excellent knowledge of detecting bugs and classifying them based on the requirement.
- * Performing Usability testing whether the application is user-friendliness or not.
- * As per the requirements gathering, prepare test plans, design, and test scenarios for each project.

COMPETENCIES:

- Quick learner & adapts well to changes and pressure in the workplace.
- Managing relationships & working efficiently with diverse groups of people.
- Committed to meeting deadlines and schedules.
- Leadership skills to lead projects & handle work independently.

STRENGTH & SKILLS:

Good analytical, interpersonal, communication & listening skills coupled with dedication and sincerity towards the assigned job.

EDUCATION BACKGROUND:

Degree	Institute	Year of Passing	Grade
M.C.A (Computer)	Prestige Institute of Management Dewas (M.P.)	2011	I

SKILLS:

Project Manager	Expert	HRMS Domain	Expert
Team Lead	Experienced	Business Application Domain	Expert
Manager	Experienced	Time Management	Expert
QA Manager	Experienced	Team management	Expert
Implementation	Experienced	Agile and Waterfall methodology	Expert
Support	Experienced	Scrum Master	Experienced

Projects Name:

1. Ziqitza Healthcare Ltd.
2. KEI Industries
3. Kangaroo Kids Education Ltd
4. JM Baxi Group
5. YASH Technologies and 50+ projects

DATE OF BIRTH

21st September 1984

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge.

PLACE :- _____

DATE :- _____

(AMIT BAXI)