Sanju Menon

Project Manager, PMP

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An Exceptional Certified PMP Project Manager successful at directing change management initiatives requiring fast-paced execution. More than 7 years in project management with proven success in software and web applications deployment, establishing comprehensive operational procedures and IT Infrastructure industries. Familiar with Waterfall, Agile and SCRUM processes. In addition, have valuable experience in the developing documentation for the System Development Life Cycle SDLC.

**Skill**

* Project planning and development
* Strategic Planning
* Business planning
* Budgeting & Cost Analysis
* Business Modeling
* Resource Staffing
* Change Management
* Problem Management
* Customer Service

**Work History**

**2021-0 to Present Project Manager**

**FIS, Pune-Maharashtra**

* Leading Project Work as Project Manager for Merchant Solution and WorldPay
* Dealing with Infrastructure project planning, estimation and project ticket works.

**2019-08 to 2021-03 Project Manager**

**T-Systems Inc., Pune-Maharashtra**

* Manage 15 employees in the Web Operation Department
* Administer and supervise Web Operations department policies, procedures and day to day workflow.
* Developed a project plan featuring a schedule on the SDLC for the website.
* Featured use case scenarios.
* Activity diagrams and use case models as illustrations.
* Captured user requirements for the development of the functional system requirements specifications featuring traceability matrix addressing the website's online presentation.
* Assessed information on requirements gathering and the success of the functional system requirements specifications.
* Identified the need for use case scenarios capturing the needs of the customer.
* Described the need and purpose of a project plan focusing on scheduling and SDLC expectations to local developer and client.
* Evaluated and provide guidance by conducting interviews with employees on the desktop support, necessity of applications, and technology reliance.
* Gathered requirements on usability of available applications and measured these against cost and benefits to productivity.
* Provide guidance on the purchase of IT tools such as desktops, servers, and software. This has been an investigative assignment measuring the Internet strength within three cities in concert with the world while operating applications for accounting, importing, and industrial management.
* Evaluate and provide recommendations to establish management procedures for the implementation of the IT infrastructure and new office policies for the company. This assignment is the end result to efficiently use the new technology and improving company management procedures to be executed by implementing Waterfall, Agile, Scrum and PMI procedures.

**2016-07 to 2019-01 Project Manager**

**FUJITSU CONSULTING INDIA LTD, Pune-Maharashtra**

* Lead daily web team stand up and weekly team meetings. Ability to facilitate meetings as well as capture and publish accurate notes
* Developed a project plan featuring a schedule on the SDLC for the website.
* Collaborate with technology vendors in acquiring or developing solutions for the website
* This responsibility included the development of UAT scripts' execution, analysis, and implementation of results.
* Identify and manage the critical path for deliverables such as copy, wire- frames, creative assets and promotional campaigns
* Manage timelines, priorities and stakeholder expectations
* Triage and assign requests to appropriate work groups
* Work closely with various local teams such as the project managers, customer support team, community, marketing, localization, quality assurance (QA) and cross regions’ teams to ensure smooth web projects and operations
* Understanding of basic Web development principles HTML, CSS, JavaScript, Etc.

**2015-10 to 2016-07 Project Manager**

**WIPRO TECHNOLOGIES PVT LTD, Pune-Maharashtra**

* Manage multiple projects concurrently through the entire software development life cycle from initial conception through launch
* On an ongoing basis, plans, develops and executes assigned projects
* Manage feature requests, bug filing and testing. Facilitate and manage QA process for launches
* Participate in efforts to continuously improve the software development process
* Create and maintain Standard Operating Procedures for web product implementations in Microsoft SharePoint
* Provides project status reports
* Establishing Web project scopes
* Learned the concept of Waterfall and Agile Project Management.

**2014-06 to 2015-10 Senior Project Coordinator**

**ADP PVT LTD, Pune-Maharashtra**

* Planning weekly and bi-weekly payroll for different US client.
* To prepare the payroll calendar, tax calculation sheet and payroll slip with internal application.
* Executing the payroll for the employer as per payroll calendar and meeting the client requirement by 100% Customer Satisfaction Score.
* Controlling the budget and expenditures of the client by providing 100% of payroll to the employer without any variance.
* Preparation of SOP document for the team member and conduct meeting among the team to build team bonding.

**Education**

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| **2009-06 - 2013-10** | **Bachelor of Science: Electronics** (ECA Completed by WES)  *Savitribai Phule Pune University - Pune* |

**Certifications**

* Project Management Professional (PMP)® (Certificate Number**: 2930903)**.
* Certified ScrumMaster® (CSM®) (Certificate Number: **001193735**).
* ITIL Foundation Certificate in IT Service Management (Certificate Number: **GR750355732SM**).

**Languages**

* English (IELTS Certified)
* Hindi
* Marathi
* Malayalam