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SKILL SET

MANAGEMENT SKILLS

- ✓ Leading & Motivating others
- ✓ Organizing & Coordinating
- ✓ Estimation & planning
- ✓ Decision making
- ✓ Negotiation

PROJECT MANAGEMENT SKILLS

- ✓ Planning Scheduling & Monitoring
- ✓ Task Management
- ✓ Cost Controlling
- ✓ GAP Analysis
- ✓ Risk Management
- ✓ Process Optimization
- ✓ Requirements Management

TOOLS

- ✓ SAP (S&D / MM)
- ✓ Hub Spot (CRM)
- ✓ Manthan (Fleet Management)
- ✓ MS OFFICE
- ✓ Lead Squared (CRM)
- ✓ Sales Force (CRM)
- ✓ Zoho (CRM)

CERTIFICATES / AWARDS

- ✓ Lean Six Sigma – Green Belt – **KPMG**
- ✓ CRM Project Management – **LSQ**
- ✓ Predictive Analytics – **IBM**
- ✓ Cross Functional Decision Making & Business Impact – **enParadigm**

CHIRAG VIKRAM BARODIA

PROJECT MANAGER & PHILANTHROPIST

A young, enthusiast, Pro-active MBA graduate with an attitude of Go-getter, Specialties in Strategic planning, Project management & Multi-party negotiation with Hands-on experience in areas like Recruitment gathering, Competitive analysis, Operations management, Lean ideas implementation, Business Process Improvement, Training & Development backing with exceptional presentation skills.

WORK EXPERIENCE

LEADSQUARED – Project Manager - JAN 20 – TILL DATE

- ↳ Executing successful Comprehensive & Integrated Project Strategies. Defining & Executing beginning-to-end Project Plans.
- ↳ Project Planning | Operations & Enablement | Stakeholders Communication | Deadline driven projects | Customer Engagement | Project Management | Cohesive Management | Opportunity Identification | Project Resource Planning | Agile & waterfall | Customer success | Customer intake & onboarding | SAAS tenants
- ↳ Received spotlight award for 2020's best Implementation solution in Business Automation Process for clients.

Previous work experience as **Project Manager** - April 17 – JAN 20 **NSPIRA MANAGEMENT SERVICES | JIGNASA | MERU CABS**

- ↳ Planning, scheduling & executing of short-term and long-term projects.
- ↳ Assess project risks, issues and provide solutions where applicable.
- ↳ Documenting & following up on actions, decisions from meetings. Define requirements & work with relevant cross-functional teams to guarantee smooth, efficient implementation & delivery.
- ↳ Weekly / monthly status reporting, ensuring quality deliveries as per schedule and customer invoicing. Manage project communications, providing formal and informal status updates both internally and externally.
- ↳ Partnering with stakeholders to develop Project Scope, Performing Need Assessment, analyzing variances & initiating corrective actions against it.
- ↳ Analyzing the Risk & managing the Project via continuous monitoring, Planning the Resources & Activities via Value Stream mapping.
- ↳ Performing analysis, which translates data into actionable insights by tracking and analyzing key services usage. Provide guidance, support to Development and Testing Teams on the project as and when needed.
- ↳ Drive continuous operational improvements for Airport Operations, including optimizing resource allocation across Product teams, measuring progress against business goals, baselining the Process in Meru Cabs.

GENPACT - **Business Analyst** - October 12 – May 15

- ↳ Analyzing different parameters for the quality assurance.
- ↳ Eliciting Client's requirement and Generation of quality reports.
- ↳ Received Certificate of Recognition – Bronze award Employee of the Year for outstanding dedication, talent & Skill.

EDUCATION:

A DAY IN THE LAST FEW MONTHS:



ACHIEVEMENTS and EXTRA CURRICULAR ACTIVITIES

- ✓ 1st place in **Entrepreneur event for startup** & 1st place in HR event in **PAN INDIA Level IBS** management fest – Hyderabad.
- ✓ Organized various **National level** Management, Technical & Cultural fests.
- ✓ Won **Basketball** competitions in PG, School, District & Inter - college level. Also bagged twice first place in **Dance & Skit** Competition.

MY STRENGTHS

Task oriented

- ✓ Preferring Balanced approach not drawn to sentiments and emotions that can affect the task in hand.

Decision-making skills

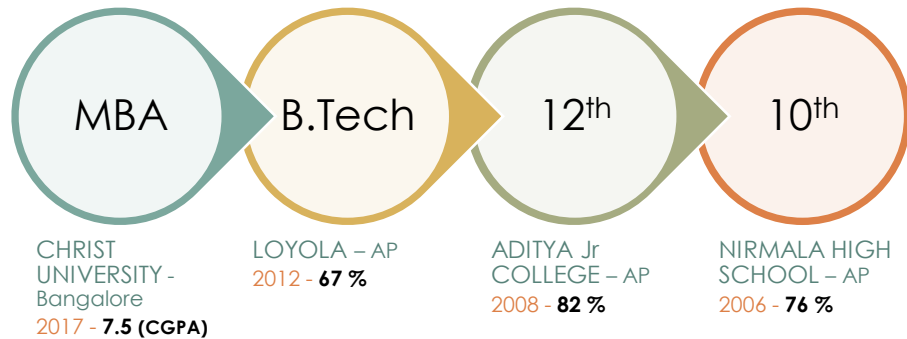
- ✓ Self-motivated, always willing to take initiative and curious to learn new concepts.

MOST PROUD OF

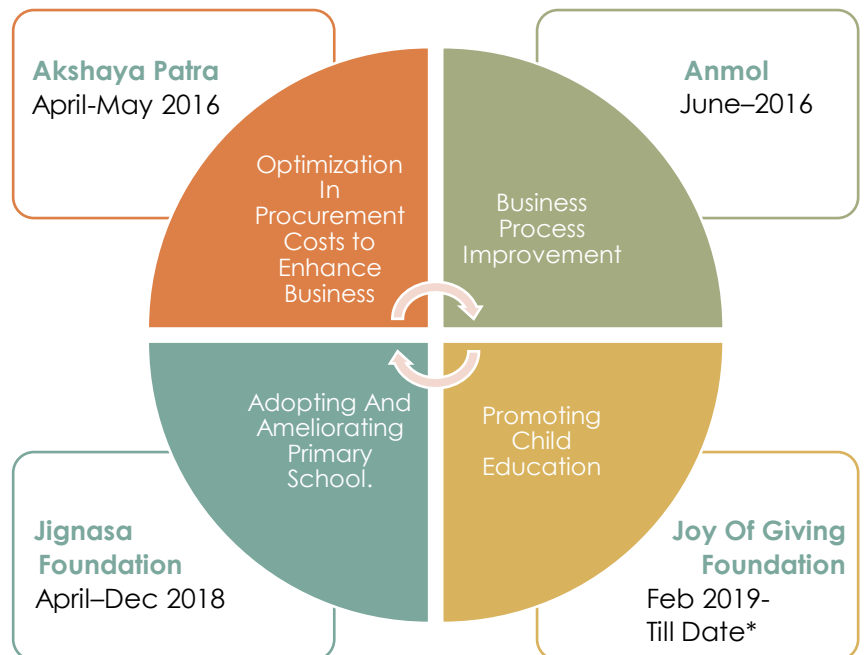
- ✓ Smart work & Dedication
- ✓ Accountability

LIFE PHILOSOPHY

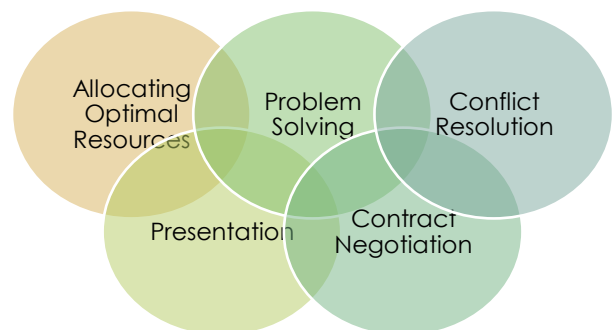
"Don't be afraid to give-up the good to go for the great"



ASSOCIATION WITH PROJECTS:



SOFT SKILLS



LANGUAGES KNOWN

ENGLISH HINDI TELUGU GUJARATI