



Detail-oriented and self-motivated Project Manager successful at directing change management initiatives requiring fast-paced execution. Offers strong analytical, planning and organisational skills to manage competing demands.

SKILLS:

- Project Management
- Agile Methodology
- Change Management
- Stakeholder Management
- Resource Management
- Risk Management

Technical Skills:

- JIRA
- Trello
- Microsoft Planner
- MS Office (Powepoint, Excel, Word)
- SQL (Beginner)

Education:

Certified Scrum Master (CSM),
Scrum Alliance, 2021

Education:

B.Sc (PCM). Sunrise University, 2016

CONTACT:

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SMIT MEHTA

WORK EXPERIENCE



Senior Consultant

Enquero Global (India), Bangalore

March 2020 – Present

- Procurement – PR/PO, fund addition, new project request
- Requirement gathering, resource planning, creating Sprint timeline, creating mock-up screens
- Create User stories based on the customers requirement
- Monitoring and tracking the progress of the project.
- Deployment Support
- Scrum Master:
 - Product Backlog Refinement, Capacity Planning, assisting developers with Sprint Backlog.
 - Facilitate Daily Scrum stand-ups, Sprint Planning, Sprint Review, Sprint Retrospective meetings.
 - Coaching the team on Agile principles and processes.
 - Identify and removing impediments for the Scrum Team
 - Conflict management in the Scrum team.
- Prepare presentation for "As-is" and "To-be" screens.

Assistant Manager - Operations

Skypass Travel Pvt. Ltd, Bangalore

October 2013 – November 2019

- Payment Automation
 - Analyse data to detect revenue leakage due to fraudulent/dupe charges on corporate credit card.
 - Implemented Virtual Credit card process by liaising with the credit card company and central reservation system.
 - Eliminated the physical CC authorization process by introducing standard digitally signed CC authorization form by liaising with global hotel chains.
 - Reduced the payment failures and revenue leakages by introducing the process to pre-authorize the virtual credit card as per the reserved hotel rates.
- Managed project to develop self-service reporting tool
- MIS Reports
- Vendor and Supplier Negotiation

Travel Consultant – Offshore Reservations

FCM Travel Solutions India Pvt. Ltd, Bangalore

July 2012 – September 2013

- Cater to the business travel requirements for corporate clients.
- Negotiation with vendors/airlines to maximize revenue growth

Senior Travel Consultant

BCD Travel, Bangalore

January 2009 – February 2012

- Identify and eliminate revenue leakages.
- Reconciliation
- Analyse debit memos and dispute with airlines if needed
- Create training manuals and training plans