SARTAJ PALA

PROJECT MANAGER/AWS CLOUD ASSOCIATE

BSC MBA (MARKETING/HR) +AWS CLOUD CERTIFICATION, 8+ YEARS OF EXPERIENCE IN IT FIELD, PROJECT MANAGEMENT AND AWS CLOUD)

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SRINAGAR, INDIA

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WORK EXPERIENCE

PROJECT MANAGER
FUTECHBIZ CONSTRUCTIONS PVT LTD

10/2019 - Present   *SRINAGAR INDIA*

CONSTRUCTION PROJECT MANAGEMENT COMPANY (CIN) U45203JK2020OPC011802

Achievements/Tasks

- Develop and execute activities related to end-to-end project management, including project plans and estimates, scoping and requirements through implementation and deployment.Budgeting, Proactively monitor, manage and report on execution of deliverables using **Agile Methodolog**

Agile Project Manager
ONSPOT TECHNOLOGIES PVT LTD

09/2017 - 09/2020   *NOIDA INDIA*

Achievements/Tasks

- Develop project plan, manage risk and issues along with an effective mitigation strategy,Extensive experience in delivery management using Waterfall and Agile methodology,Align project objectives and project team's alignment on objectives,Ability to support the project team with the technical solutioning direction and mentorship
- Work on the RFP/RFI, as per the need and contribute at org level initiatives.

Sr.Technical Support/Inside Sales Associate
ONSPOT TECHNICAL SERVICES PVT LTD

07/2013 - 08/2017   *NOIDA INDIA*

Achievements/Tasks

- · Solve any kind of issue regarding computer and peripherals. · Installation and configuration of network Printers. Installation and configuration Wamp server. · Installing C-PANEL on Linux machine.

CERTIFICATES

AWS CLOUD

Completed 3 months project-based training on Cloud Computing with AWS.

EDUCATION

BSC (CHEMISTRY,ZOOLOGY,BOTANY)
UNIVERSITY OF KASHMIR

02/2004 - 02/2008

MBA
SSMTI JALANDHAR

05/2008 - 06/2010

SKILLS

Leadership | Cost Management | Negotiating

Critical Thinking | Task Management | Tech Savvy

A Sense of Humor | Commercial awareness

Organisation Planning

INTERESTS

Cycling | Badminton

TECHNICAL SKILLS

Proficient in Microsoft office,Ms Project,Jira,Salesforce,
*Knowledge of SEO and other Digital Marketing Techniques

Cloud Technology: Amazon Web Services
(EC2, S3, Cloud Formation, Auto Scaling, Cloud Front, etc.)
- Tools: AWS Management Console. AWS Command Line, Basic knowledge of Ansible, Basic knowledge of Docker.
- Network: VPC Designing & VPC peering, Public and private subnet, Configuring Internet gateway & NAT gateway.
- Operating Systems : Linux & Amazon AMIs
- Areas of Interest :Cloud Computing
- Monitoring tools : Nagios , CatLight ,Cloudwatch
- Language : Basic knowledge of SQL,Python,C++ and Java

WORK EXPERIENCE IN DETAIL

CURRENT ORGANISATION

FUTECHBIZ CONSTRUCTIONS PVT LTD AS BUSINESS DEVELOPMENT MANAGER/PROJECT MANAGER

JOB PROFILE:
- E-Procurement and **Online** Bidding.
- Preparing, predicting and submitting online BOQ
- Communicating with Government officials about the estimates and project completion time frame,
- Creating effective communication with Material Suppliers about estimated Quantities to be delivered at work site
- Performing extensive search on E-Procurement websites and identifying the sustainable and profitable projects.
- Creating project Ventures with other organizations on Off-Site projects
- Communicating with Engineering staff for project design and Detailed Project Reports (DPR)
- Communicating with Construction Team For Daily and Weekly Project Progress through Site Visits and Geo-Tagging the work in Progress Reports

- Coordinate construction workers and subcontractors

- Meet contractual conditions of performance

- Review work progress on a daily basis

- Prepare internal and external reports pertaining to job status

- Plan ahead to prevent problems and resolve any emerging ones

- Negotiate terms of agreements, draft contracts and obtain permits and licenses

- Analyze, manage and mitigate risks

- Ensure quality construction standards and the use of proper construction techniques

☐ Develop a growth strategy focused both on financial gain and customer satisfaction

- Following Agile Methodology for the project completion

- Conducting training sessions for the team members and explaining them the Agile methodology.

WORKED WITH ONSPOT TECHNOLOGY PVT LTD AS PROJECT MANAGER FROM 01-09-2017 TO 16-09-2020

- **JOB PROFILE:**
- planning, scheduling, coordinating, managing all the aspects of the project following **AGILE** methodology
- Monitoring and Evaluation of indidual as well as Team Performance
- Identify performance gaps, formulate action plans to address identified gaps, implement and monitor action plans to ensure success
- Take prompt ownership of Client escalations and Co-ordinate with both internal and external stakeholders in providing a satisfactory resolution
- Working with the marketing director to create a strategic marketing strategy and mapping out the tasks needed to implement that strategy.
- Ensuring customers and management are satisfied with the proposed marketing campaigns.
- Collaborating with writers and graphic designers to create advertising content.
- Creating and managing a content calendar and scheduling deadlines.
- Determining marketing campaign budgets and ensuring that all staff adheres to them.
- Maintaining an up-to-date understanding of the company, its products, and its client base to implement effective marketing campaigns.
- Managing and supervising marketing projects from beginning to end.

- Developing and maintaining strong working relationships with external vendors.
- Compiling historical data available with the team and presenting it for the reference of the senior officials and the team members working on the project

- Implement agile management ideals by facilitating exercises such as sprint planning and team leading standups.
  - Manage project timelines and communicate with management staff and clients to ensure project progress satisfactorily. Enact delivery upon completion of projects and ensure that delivery adheres to agile practices maintained by the company.

WORKED WITH ONSPOT TECHNICAL SERVICES PVT LTD AS SR.TECH SUPPORT/INSIDE SALES ASSOCIATE FROM 18-07-2013 TO 20-08-2017

- **JOB DESCRIPTION**
- Fully understanding customer's needs and requirements
- Sourcing potential new customers and businesses to the company and maintaining regular contact with existing customers and businesses
- Advising customers about updates and new technologies
- Persuading potential customers and businesses to purchase products, leading price negotiations and closing sales
- Compiling proposals and reports related to technical products.
- Upgrading the existing sales.
- Assesses competitors by analyzing and summarizing competitor information and trends; identifying sales opportunities.
- Generating new leads and then converting those leads into sales
- Meeting Sales Goals
- Answers inquiries and questions from customers related to ongoing use of products, maintenance requirements, operations, and other related information.

WORKED WIT IYOGI TECHNICAL SUPPORT FOR APPLE MAC PRODUCT SALE, AND PAID TECHNICAL SUPPORT

JOB DESCRIPTION:

- Identifying sales opportunities by analyzing and summarizing information and trends related to the competition
- Develop new accounts by researching and identifying potential leads, soliciting new business, building connections, providing technical information and advice, and preparing quotes
- Use telephone, fax, and e-mail inquiries to verify collected information and finalize sales
- Transfer orders to fulfillment to be filled. Communicate expected dates of delivery and explain stock shortages
- Drive continued sales by checking customer purchasing history, suggesting new and related products, and explaining technical features
- Maintain communication equipment by reporting and tracking problems, and participating in troubleshooting procedures
- Support the delivery of quality results by following company rules and guidelines, and offering recommendations for policy and procedure improvements
- Keep product knowledge up to date by studying item descriptions and participating in ongoing training
- Accept ownership for maintaining and expanding sales and accomplishing all assigned tasks

WORKED WITH DCC GURGAON FROM JANUARY 2011 TO MARCH 2012 AS SALES EXECUTIVE FOR TELECOM SALES

- **Job DESCRIPTION:-**
- Generating promising leads for the outside sales team to pursue.
- Managing customer accounts by ensuring that existing customers remain satisfied with company products and services.
- Developing and sustaining solid relationships with customers to encourage repeat business.
- Using sales scripts proffered by the company to drive sales and respond to customer rejections
- Developing in-depth knowledge of customer products and services to make suitable recommendations based on customers' needs and preferences.

- Continually meeting or exceeding daily and monthly targets with respect to call volume and sales.

- Generating leads from existing Customers and converting those leads into Sales on Priority basis
- Selling Optus Postpaid Phone Plans to Australian Customers on Contract Basis

TECHNICAL SKILLS: AWS CLOUD

- Manage and configure AWS services as per the business needs (ELB, SNS, EC2, Route53, S3, RDS, Cloud Watch, IAM, SNS, VPC, , SES,ETC)
- Strong knowledge of AWS services including EC2,Lambda,S3,EFS,RDS,Redshift,Route53,CodeCommit,Cloudwatch,CloudTrail,Kinesis,Athena,IAM Roles,DynamoDB
- Experience in Deploying and monitoring applications on various platforms using Elastic Bean stalk, setting up lifecycle policies to back the data from amazon web services AWS S3 to AWS Glacier,
- Hands on knowledge transitioning clients to the cloud i,e migration, hybrid coo-existence
- Cloud migration and deployment in multi-cloud environments
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Cloud Management & Troubleshooting

- Deployed the **Elastic Load Balancer**, configured HTTPS certificates, and managed scalable & highly available systems on AWS
- Superintended **production applications** on AWS & initiated corrective measures depending on customer feedback & surveys
- Observed the established **software development** life cycle methodology to deliver effective solutions

User Authentication & Access

- Administered **SingleSignOn LDAP** authentication for users by employing AWS AD connector
- Employed **IAM** to create & control AWS users and groups access to AWS services and resources

Indepth knowledge and use of Salesforce

Proficiency in Microsoft office and Microsoft Project

Proficiency in Jira and Cite Hr

Languages: **ENGLISH: READ: WRITE : SPEAK**

       URDU   : READ : WRITE :SPEAK

       ARABIC : READ : WRITE :

CURRENT CTC=   720000 PA (INR)
PERMANENT ADDRESS: ANANTNAG JAMMU AND KASHMIR 192102

SECONDARY ADDRESS: AMRAPALI PRINCELY ESTATE SECTOR 76 NOIDA 201301

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