



HARISH ANAND

PROJECT MANAGER


PROFILE


A multi-skilled professional with a superb track record of managing complex functional projects in various environments. Able to manage stakeholder expectations and willing to take full responsibility for the delivering of project objectives and an easy going individual who enjoys challenging & diverse roles and confident working with technical experts from any industries.


Presently looking to join a company that rewards effort and initiative, whilst at the same time providing plenty of progression and development opportunities to its employees.

CONTACT


Plot NO. 321, Flat NO. 303, 2nd Floor, Vipin Garden Extn. Dwarka More, India, New Delhi - 110059

 [linkedin.com/in/harishanand096](https://www.linkedin.com/in/harishanand096)

 [facebook.com/anandharish096](https://www.facebook.com/anandharish096)

 Email: harishanand096@gmail.com

 Skype ID: harishanand096

 +91-8527314469

COVER LETTER

Dear Respected Sir/Mam,

I am glad to introduce myself as; I am interested in applying for the full-time position available in your company. I am looking forward to a job responsibility in the Project Manager, Project Delivery Manager, Project Management, Project Planning, Business development, Operation Manager.

My undergraduate and graduate course work and Projects in addition to my work experience have helped me to set up a strong foundation to grow as an Electrical Engineer. I would put my stakes on my ability to ramp up steep learning curves and my good work which is relevant from the variety of projects I have worked on. I surely believe I would turn out to be a valuable asset in your organization if given the opportunity. I strongly believe that in a working Environment such as your esteemed Organization is conducive to fulfill my Aspirations.

I gained valuable practical experience during my Industrial work Experience. Which I think would be of great use now. Adding on to my Academic Skills, I can specify some of my positive Attributes gained through my Exposure to the outside world like,

- Effective Communication Skills.
- Ability to work in group coherently.
- Hard Working Nature, Professional and positive Attitude.

I am looking forward to discuss as a position for Project Manager, Project Delivery Manager, Project Management, Project Planning, Business development, Operation Manager.

If given the Opportunity. If you would like to contact with me so, please call or email me. I eagerly seek an Opportunity to hold aloft the reputation of your Organization in the Competitive world with my own original Contributions. I close with great hopes and aspirations.

Sincerely,
Harish Anand



CURRICULAM VITAE

HARISH ANAND

PROJECT MANAGER

PROFILE

To excel professionally in an inspiring environment where I can effectively contribute my skills and abilities for a growth-oriented organization of today's Competitive Business while being resourceful, innovative and flexible.

SKILLS

- Projects Management
- Project Planning
- Project Delivery
- Project Tracking
- Project Allocation
- Project Leadership
- Essential Time Management
- Essential Problem Solving
- Change Request Management
- Scrum Master
- Agile Methodology
- Manual Testing
- Requirements Gathering
- Functional Specification Documents (FSD)
- Team Management
- Allocating resources
- Microsoft Office
- Business Requirement

EXPERIENCES

Ailoitte Technologies Pvt. Ltd.

Project Manager

06/2022 – Current

- I Coordinate internal resources and external stakeholders' customers for the project requirement capturing and prepare a Functional Specification Documents (FSD).
- I Develop a detailed project Sprint plan sheet to monitor project status and track the project performance, specifically to analyze the successful completion of short- and long-term goal.
- I Schedule a daily Scrum call internally to Coordinating with cross-discipline team members to make sure that all relevant team are on track with project requirements, deadlines, and Sprint tasks schedules.
- I Manage and building the good relationship with the client and relevant stakeholders.
- I Schedule a clients call to take detailed ordering briefs and clarify specific requirements of each project, implementing changes where necessary.

B2C Infosolutions Pvt. Ltd.

Project Manager

08/2021 – 06/2022

- I Monitor all projects risks and scope creep to identify potential problems and proactively identifying solutions to address them in advance.
- I Ensure that all projects are delivered on-time, within scope and within budget with detailed project plan to monitor and track progress.
- I compliance with objectives, organizational policies, procedures, and standards.
- I schedule a meeting with clients to take detailed ordering briefs and clarify specific requirements of each project.
- I review the wireframe, design and functional process and the same demonstrating to external stack holder.

VS Design Worx Pvt. Ltd.

Project Manager

03/2019 – 08/2021

- I Monitor project risks and scope creep to identify potential problems and proactively identifying solutions to address them in advance.
- I maintain support maintenance documents with all required details which I am sharing to clients in month.
- I Meet with clients to take detailed and clarify specific requirements of each project which there require for our internal developers to implementation or support tasks.
- I coordinate and lead a project team member for the duration of the projects and serve as a liaison to external stack holder.

PROJECTS UNDER

- Software development
- Website Development
- Mobile Application Development
- e-School Management Solution
- Lead Management Solution
- Learning Management System
- HRMS
- CRM
- Students Portal
- Teachers Portal
- Content Management System
CMS
- Donor Service Solution
- E-Commerce Solutions
- ERP Solution
- Vendor Management System
- Inventory System
- Billing Software
- Maintenance and Support
- Digital Marketing – SEO
- Informatics Website

STRENGTHS

- Team Work
- High Confidence Level
- Flexible & Smart Work
- Good Communication
- Client's Relations
- Resource Manages
- Quick Learner
- Management

Kaanch Decor Pvt. Ltd.

E-Commerce, Account Manager

04/2018 – 03/2019

- I Expand the relationships with existing customers by continuously proposing solutions that meet their objectives.
- I collect correct products and services are delivered to customers in a timely manner.
- I Resolve any issues and problems faced by customers and deal with complaints to maintain trust.
- I Manage communications between key clients and internal teams.
- Meeting all client needs and deliverables according to proposed timelines.
- Making monthly, weakly MIS Report.

SMTC Life Styles Pvt. Ltd.

Client Relationship Manager

02/2014 – 4/2018

- Manage all online activity in relation to traffic acquisition, sales, conversion and testing and reporting.
- Develop and implement e-commerce strategy in order to improve website performance.
- Approved products details and resolved fit, quality, productions, cataloging, dispatched and delivery issues.
- I Establish and maintain relationships with third parties/vendors. Handle objections by clarifying, emphasizing agreements and working through differences to a positive conclusion.

Fomra Electrical, Chennai

Marketing Executive

08/2013 – 01/2014

- I Collect the database of the customers.
- I Prepare and release the quotation and purchase orders.
- I Lead and marketing programs for the branding and lead generation.
- I Determining marketing objectives and preparing annual budgets.
- I Develop training programs for the people in marketing team.

K. S. Precesion Components Pvt. Ltd. Chennai

Electrical Maintenance Engineer

05/2012 – 06/2013

- I Troubleshoot and adjust molding parameters to maintain quality and maximum product output.
- I Lead a team of people in execution of daily production tasks, work scheduling training, maintenance and in continuous improvement.
- I Respond to problems by performing corrective technical or electrical as well as mechanical solutions.
- Coordinate with outside vendors regarding maintenance and repair for tooling and equipments.

PROJECT TOOLS

- In-House Project Management CRM
- Ticketing Raised tasks management tracking tools
- Basecamp
- Basic JEERA Tools
- Basic Asana Tools
- Excel
- Google Drive

HOBBIES

- Capturing Moments
- Feeling the Music
- Fun with Internet
- Chatting With Friends
- Cooking

LANGUAGES

- English
- Hindi
- Tamil (Basic)

EDUCATIONS

Saveetha School Of Engineering BE "Electrical And Electronics Engineering" 07/2008–05/2012
Completed BE with 73% from "Saveetha University"

R.K.P.L.D. Kisan College Patna, India SSC, 12th, Science 06/2006 – 03/2008
Completed 12th Science with 58% from Bihar State Board, Patna

Bal Vidya Niketan Patna, India HSC, 10th 02/2003
Completed 10th, Science with 61% from CBSE Board

PROJECT MANAGEMENT SKILLS

- Experience of working in a multi-Clients/vendor environment.
- Good conflict management and prioritization skills.
- Can understand and document project requirements and dependencies.
- Manage technical process and resolve technical issues.
- Excellent documentation & report writing skills.
- Experience of managing change within CRM, Marketing and Finance systems.
- Demonstrated ability to work with and support cross-functional project teams.
- Ability to manage multiple projects simultaneously and under pressure.
- Strong attention to detail and focus on task completion.
- Internal and External Stakeholder Management.

PERSONAL TRAITS

- Positive attitude and a pleasing personality.
- Good communication and interpersonal skills.
- Always striving to work hard to achieve objectives.
- Ability to mold oneself according to the needs of the organization.
- I am able to perform outstandingly under work.

BUSINESS IMPROVEMENT

- Improve an organization's market position and achieve financial growth.
- Work with team to develop proposals that speaks to the client's need, concerns and objectives.
- Handle objection by clarifying, emphasizing and working through differences to a positive conclusion.

DECLARATION

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience.

DATE:

Signature

Place: New Delhi

(Harish Anand)