

PRADEEP GAYAKWAD

Project Manager

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☎ 91-9075012299

Managing assigned projects in the most efficient manner ensuring client retention, satisfaction, and ultimately repeat revenue growth. Versatile, high-energy professional, successful in completion of multiple projects within turnaround time, budget & rapid changing environment in: **LOCALIZATION**

Professional Summary

- ▶ Results-oriented professional adept in project management and strategic planning while supporting multiple teams with **13 plus years** of career experience delivering excellence in cross-functional team building and leadership. Exhibits superior communication, organizational, and analytical skills.
- ▶ Proficient in developing and implementing policies, procedures and guidelines concerning the department's project planning and variance monitoring activities.
- ▶ Expertise in **E-learning, Software localization & testing projects.**
- ▶ Expertise in Communicating with the internal and inter-functional units to understand the **business dynamics.**
- ▶ **Knowledge of Translator Tools** with experience client and resource management and having a strong hold on project finance activities (Quote, Budgeting, Invoicing, Purchase Order, Project Governance etc.)

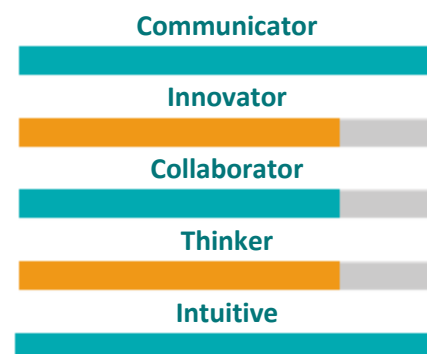
Education & Credentials

- ▶ **PRINCE2® Practitioner** Certificate in Project Management 2016.
- ▶ **Post Graduation: M.Tech** [Information Technology] from Karnataka State Open University [Dec 2010 - Jan 2013] with 76% in Information Technology.
- ▶ **Graduation: B.E.** [Information Technology] from R.G.P.V. University Bhopal M.P. [July 2006 – June 2010] with 71.88% in Information Technology.
- ▶ **HSSC : Std. 12th** from M.G.M. Hr. Sec. School Bagdona Dist Betul M.P., affiliated to M.P. Board, in the year 2006 with 68.88%.
- ▶ **SSC: Std. 10th** from M.G.M. Hr. Sec. School Bagdona Dist Betul M.P., affiliated to M.P. Board, in the year 2004 with 79.20%.

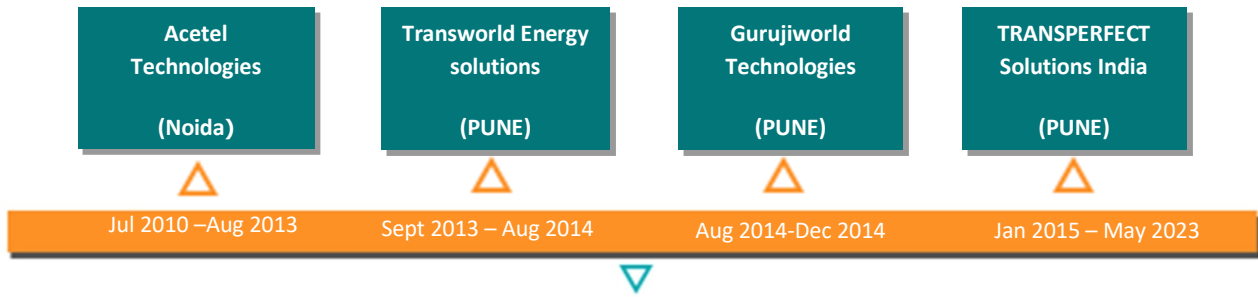
Core Competencies



Soft Skills



Career Timeline





Professional Experience

5th Jan 15 to 31st May 2023 Transperfect Solutions India Pvt Ltd, Pune as Project Manager

Key Result Areas:

- ▶ Identify project requirement and accordingly provide quotes to customers.
- ▶ Schedule project milestones, define tasks, and prepare relevant project plan documents.
- ▶ Ensure that team members understand the scope, complexity, and expectations of customers for all projects.
- ▶ Keep the customers fully informed about the progress, position, and financial status of their projects.
- ▶ Ensure timely delivery of projects as per customer's expectations, thereby achieving targeted levels of profitability.
- ▶ Manage and control the scope changes in projects.
- ▶ Manage client communication and facilitate meetings with internal project stakeholders for issue tracking, project plans discussion, and queries handling.
- ▶ Maintain and update of project documentation. Review of daily, weekly and monthly metrics for each project.
- ▶ Perform close financial monitoring and control of projects through budgets, invoicing and change orders to ensure timely and final invoicing.
- ▶ Coaching team members to improve performance level.
- ▶ Identify and implement process improvements and quality efficiencies.
- ▶ Manage and update the translation memories (TMs) for certain clients.
- ▶ Identify and communicate issues, risks, or conflicts in a timely manner to the Senior Project Managers and stakeholders.
- ▶ Working on program transition from US office to Pune office.

18th Aug 2014 to 22nd Dec 2015 Gurujworld Technologies Pvt. Ltd. Pune as Project Coordinator

Key Result Areas:

- ▶ To find new vendors for Translation, Audio, Graphic Development & Content Writing.
- ▶ Assign work to vendors and get it done within deadlines with quality, updating the project status and track sheets.
- ▶ Updating the project status and track sheets.
- ▶ Taking follow-up with the vendors and keeping track of the projects.
- ▶ Checking the invoice of the vendors and giving approval for payments.
- ▶ Handling the ID team and also engaged in reviewing the storyboards for Hindi language.
- ▶ Co-ordinate with other departments (Engineering and DTP Team) to ensure smooth flow of the project.
- ▶ Payment to vendors. Continuously check finances and to ensure all the relevant vendors are paid in time.
- ▶ Contact the translators with the translation requirement details (Schedule, Word Counts, Languages, Type of Document, Quotation, Etc.)

15th Sept 2013 to 15th August 2014 Transworld Energy Solutions Pvt. Ltd. Pune as Project Coordinator

Key Result Areas:

- ▶ Completed Electrical sites successfully AG2 project for Reliance for 4G network.
- ▶ Experience on AG1 sites of Reliance.
- ▶ Taking follow-up of the 6 teams working and co-ordination of the same.
- ▶ Continuously engaged in 2G, 3G operations and maintenance sites for Idea, Vodafone etc.
- ▶ Constantly keeping track of the finances of the teams engaged in O&M, Surveys for 2G and 3G.
- ▶ Received the best site award for AG2 electrical site for Swargate constructed into Pentagon building.
- ▶ Team building attitude and believes in motivating the team.
- ▶ Giving training to the new joiners and keeping track of the assignments completed by the entire batch of the new employees.
- ▶ Billing of the completed projects, preparing checklists of the completed projects and sending it to the respective billing departments.

6th July 2010 to 30th August 2013 Acetel Technologies Pvt. Ltd. Noida as a Graduate Engineer Trainee

Key Result Areas:

- ▶ Worked in completing EMF surveys for Idea, Vodafone, Aircel, BSNL etc in Shimla, Jaipur, UP.

- ▶ Other surveys like RF survey, Microwave surveys for telecom operators in different parts of UP.
- ▶ BTS installation, commissioning and Drive test were performed for Idea all over the UP, Rajasthan and HP.
- ▶ Tracking the project's progress for multiple operators at the same time.
- ▶ Generated a good knowledge of priorities of the projects based on different operators.
- ▶ Learnt to work as a team player and understands the collective effort of a team.



Professional Certifications

- ▶ **PRINCE2® Practitioner** Certificate in Project Management. Certificate number : **GR634019263PG**



Management Skills

- ▶ Project Governance
- ▶ Project Scheduling and Planning
- ▶ Client Management
- ▶ Resource Management
- ▶ Communication
- ▶ Vendor Management
- ▶ Costings and budgeting
- ▶ Risk Management
- ▶ Time Management
- ▶ Quality Management



Key Strengths

- ▶ Prioritization abilities
- ▶ Effective, efficient communication skills
- ▶ Ability to Strategize
- ▶ Strong business sense
- ▶ Ability to Empathize with team members
- ▶ Stay ahead of the curve
- ▶ Problem solving abilities
- ▶ Positive attitude



Functional Skills

- ▶ MS Office (Excel, Word, PPT & Outlook)
- ▶ SharePoint (Basic)
- ▶ HTML (Basic)

Declaration:

I hereby declare that all the information mentioned above is true to the best of my knowledge.



Personal Details

Nationality: Indian

Marital status: Married

Date of Birth: 26/12/1987

Languages Known: English, Hindi & Marathi

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