

VAIBHAV SAXENA

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Working as Project Manager with HCL Technologies

Hands on expertise in handling overall projects right from Planning stage to the execution and close out

Profile Summary

Resourceful Project Manager with over 10 years of expertise in organizing business operations, financial oversight and resource management to achieve smooth flow and project operations, Leads procurement of resource including equipment and supplies, Monitors projects by adhering to production schedule and budget, managing production team, identifying problems and providing targeted solutions, accounting Knowledgeable in budget and financial management.

Work Experience

Project Manager

HCL Technologies, Noida, Uttar Pradesh

(Since July 2015 till Present)

Managed multiple projects, design & architecture for large engagements, (planning & Deployments).

Accountable for Projects Deliverables (e.g. scope, schedule and quality) and managing the project team.

Organized operation meeting with the vendor and internal IT Team.

Weekly review meeting with Line of service for escalated issues.

Responsible for managing stakeholders and reporting the project progress,

Mitigated and communicated risk associated with operational and technical change.

Negotiated with suppliers to obtain resources or materials.

Created a project charter, project scope statement and project scope statement and project management plan using standard SDLC and Agile methods.

Determined the structure and necessary project management processes for project.

Defined the baseline for performance measurement.

Made effective & efficient use of resources throughout the Project.

Change Manager/Incident/Knowledge

Computer Sciences Corporation Noida, Uttar Pradesh

(May 2011 – June 2015)

Responsible for leading the change management activities within structured process framework.

Accountable for assigning the incident tickets to required technical teams to resolve the issues.

Responsible for approving, rejecting knowledge base articles.

Technical Specialist

IYOGI Technical Services Pvt. Ltd, Gurgaon, Haryana

(Mar 2010 - May 2011)

Responsible for troubleshooting and updating CA Antivirus software for customer.

Projects Handled

- Commvault Migration
- Oracle/MS-SQL Database Lifecycle Management Program
- OS/DB Upgrade
- Remediation of Linux Servers
- New VM creation
- Database Encryption
- Enterprise recovery

Skills

- Project Management and Planning
- Project design and Scheduling
- Risk Management and Cost Management
- Cross-Functional Collaboration
- People Management
- Written and verbal Communication
- Contract Management and Resource Management
- MS-Excel /MS- Office

Customer care Executive

EXL Services Pvt. Ltd, Noida, Uttar Pradesh

(May 2007 - Dec 2008)

Education

BCA from CCS University in 2005

MBA from Symbiosis University Pune in 2008

Certifications

Prince2 Foundation Certified

Release Control and Validation RCV Certified

ITIL V3 Foundation