

# Siddhant B. Raut

Permanent Add: **Mumbai** – Current Location: **Delhi** – Job Preferred Location: **Any**

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## PROFILE SUMMARY

*"...in the end it's all about priorities..."*

- A capable and versatile individual with over 18+ years' experience with relevant 8+' expertise in PMOs
- Making the most of my skills is something I strongly believe in
- Proven track record in improving personal and team KPIs across both stakeholders
- Expertise in establishing networks, vendor relations, and organization growth
- Excelled in fostering partnerships, retaining top accounts, and growing profit channels
- Highly organized, self-assured, and capable of collaborating closely with others to meet deadlines
- A skilled at modifying material to accomplish goals, flexible and analytical with an attention to detail
- A capable leader who knows how to encourage each team member equally in their efforts to support projects and organizational goals

## CORE COMPETENCIES AND SOFT SKILLS

*"...it forms a personality...an individual..."*

Communication – Leadership – Decision Making – Negotiation – Client Engagement – Team Management  
Project Management – Risk Management – Vendor Management – Analytical – Planning – Team Player

## WORK EXPERIENCE

*"...experience and knowledge make a certificate...a credential..."*

### **1. Co & Designation : TalentQuest Solutions Pvt Ltd as Lead Project Coordinator @Bangalore**

Company Type : eLearning(Corporate), Software, IT and etc

Project : Corporate Learning (Nestle-HRPS-Wabtec-Bata) (WBT-LMS-Cloud)

Duration & CTC : September 2021 – June 2022 (10 mos) with 8.50L P.A.

#### **Roles & Responsibilities**

- Tracking project development and producing status reports for stakeholders and project managers
- Scheduling stakeholder meetings and assisting in the project manager's and stakeholders' throughout the project life cycle
- Managing project management documentation, as instructed by the project manager, i.e. project plan, budget, timeline, or scope statement
- Daily administrative responsibilities i.e. collect data, sow meeting, classification, and archiving
- Assisting in resource allocation so that team have access to all requirement to accomplish the project
- Completing a range of administrative project management activities, including billing and accountancy
- Ensuring resources and equipment are always available as the projects demand
- Well-versed in leading management skills, capturing project requirement also encouraging team members as they apply risk management techniques
- Understanding formal escalation and review processes
- Team building with project kick-off and gathering client completion feedback
- Mentoring and sharing knowledge the team with best of industry practice
- Foster cross-team collaboration

## **2. Co & Designation : Kabil Education & Technology Pvt Ltd as Project Lead @Navi Mumbai**

Company Type : eLearning(K12-Corporate), Media and etc  
Project : Brihanmumbai Municipal and Zilla Parishad School (Tablet)  
Duration & CTC : December 2019 – January 2021 (1 yr 2 mos) with 6.00L P.A.

### **Roles & Responsibilities**

- Interacting with other business executives at conferences, meetings along with business leader
- Track the project progress of the work, they're involved in and share status reports with business leader
- Acquire in-depth understanding of project scope and particulars
- Formulating a project's objectives and scope and using vendor management in concert
- Determining the allocation of project resources and establishing a project's lifecycle
- To assist team members become more knowledgeable and to boost the effectiveness of the project, evaluate them and offer advice and feedback
- Maintaining the team's attention on the task and progress toward its completion
- Ensure that it is possible to evaluate each person's performance and contribution to the team's success
- Providing support to business leader

## **3. Co & Designation : Pace Creations as Project Assistant @Thane**

Company Type : eLearning(K12-Corporate-CartoonSeries), Web Dev, Print, Media and etc  
Projects : Cenveo, CBM, Quadrum Inc, Learning Mate, Techoart Etc (WBT-LMS)  
Duration & CTC : November 2015 – April 2019 (3 yr 6 mos) with 4.80L P.A.

### **Roles & Responsibilities**

- Interacting with other business executives at conferences, meetings along with business leader
- Taking care of making travel and arrangements for events related to projects
- Break projects down into manageable tasks, establish deadlines, and communicate with clients to determine and specify requirements, scope, and goals
- Resolving any hurdles that may occur, rigorously supervising and managing all project phases, and assisting in keeping the project on track
- Sharing relevant documentation and reports with business leader
- Manage an End-to-End project delivery experience on multiple projects
- Developing in-depth understanding of project scope and particulars
- Ensuring resources and equipment are always available
- Team building with project kick-off and gathering client completion feedback
- Understanding formal escalation and review processes

## **4. Co & Designation : A3 Pixels as Project Coordinator @Mumbai**

Company Type : eLearning(K12-Corporate), Web Dev, Print, Media and etc  
Projects : HCL, NIIT, IL&FS Etc (WBT-LMS)  
Duration & CTC : January 2014 – October 2015 (1 yr 10 mos) with 4.20L P.A.

### **Roles & Responsibilities**

- Coordinate project management tasks, materials, tools, and data.
- Managing/Handling both external and internal stakeholders with end to end as being a point of contact
- Managing project paperwork, i.e. project plan, budget, timetable, or scope statement, as directed.
- Creating and providing status tracker and relevant documentation reports to business leaders
- Assign tasks to internal teams and assist with schedule and oversee its been adhered
- Addressing and resolving any issues to prevent misunderstandings and disruptions throughout the project's execution
- Ensure standards and requirements are met through conducting quality assurance tests

## 5. Co & Designation : Tridat Technology Pvt Ltd as Team Lead

@Mumbai

Client Site : Tata Interactive Systems (TIS)  
Company Type : eLearning(K12-Corporate)  
Project : Class Edge (WBT-LMS)  
Duration & CTC : March 2012 – August 2013 (1 yr 6 mos) with 3.60L P.A.

### Roles & Responsibilities

- Managing/Handling design to all upgrades and enhancements
- Assist the team with ideas and provide them with creative input for new designs
- Create design prototypes, features, and specifications on based to consumer/user insights
- Assist in the recruitment of digital and interactive designers. Plan and execute their training
- Conduct risk assessment and assist in risk management by collaborating with other departments
- Creating tracker and sharing reports to project leads/managers
- Ensuring that supplies and tools are constantly available

### EDUCATIONAL QUALIFICATIONS

*"...to knowledge a person...as individual..."*

- \* Degree in Bsc IT from Sikkim University (Distance).

### PROFESSIONAL QUALIFICATIONS

*"...enhance and groom skills...to next level..."*

**\* Certification in AGILEe with ATlassian JIRA (Kanban-Scrum) from COURSERA.**

**\* Certification in PMP commencing from December 2022 .**

- \* Certification in WEB MULTIMEDIA from ST. ANGELO'S.
- \* Certification in 3-D MAX from WORKSTATION.
- \* Certification in FINE ART.
- \* Certification in AUTO-CAD from INTEL COMPUTERS.
- \* Certification in MECHANICAL DRAUGHTSMAN from GUPTE ACADEMY.

### ACHIVEMENTS

*"...it don't happen...you deserve them..."*

- \* Certified by BEST TEAM PLAYER of the Year 2020 @ Kabil Education
- \* Certified by BEST PERFORMER in 2016 @ Pace Creation
- \* Promoted from Flash Integrator to Team Leader in 2013 @ TIS
- \* Promoted from Flash Animator to Sr. Graphic Designer in 2010 @ Shloka Infotech

### PERSONAL DETAILS

*"...let you know me...a bit..."*

**D. O. B** : 20 January 1975.  
**MARITAL STATUS** : Married.  
**HOBBIES** : Cricket, Trekking, Badminton, Music, Dance, Paper Art etc.  
**LANGUAGES** : English, Marathi, Hindi, and Gujarati

**Thanks & Regards**  
**Siddhant B. Raut**