

Siddhant B. Raut

Location: **Mumbai** - Preferred Location: **Any** - E-mail: siddhantraut75@gmail.com - Mobile: **9004824214**
LinkedIn: www.linkedin.com/in/siddhant-raut-200175sbr

PROFILE SUMMARY

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

- A capable and versatile individual with over 15+ years' experience with relevant 8+' expertise in PMOs
- I am a firm believer in making the most of my abilities with proven track record in improving personal and team KPIs across both stakeholders
- Expertise in fostering team, establishing networks, vendor relations, and growing organization growth
- 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 creative and capable leader who knows how to encourage each team member/cross function equally in their efforts to support projects and organizational goals

CORE COMPETENCIES AND TOOL SKILLS

"...it forms a personality...an individuality..."

Management Skills (Project – Team – Risk – Vendor – Team) Coordination – Communication – Leadership – Decision Making – Negotiation – Client Engagement – Analytical – Planning – Team Player – Creative
MS Office – Google Sheets – SharePoint – Kanban – Adobe – Captivate – Articulate – Sound Forge

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 (WEB-APP) and etc
Project : Corporate Learning (Nestle-HRPS-Wabtec-Bata) (WBT-LMS-Cloud)
Duration & CTC : September 2021 – June 2022 (10 mos) with 8.50 LPA

Roles & Responsibilities

- Tracking project development and producing status reports for stakeholders and project managers
- Scheduling stakeholder meetings and assisting project manager's and stakeholders throughout the project life cycle
- Managing project management documentation, as instructed by the project manager, such as the 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 dxemand
- 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 6.00 LPA

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 to in aid to business leader
- 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 in becoming more knowledgeable and increasing project effectiveness, evaluate them and provide 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

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

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

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 4.20 LPA

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
- Keep up to date on industry trends, and incorporate best practices into delivery whenever possible
- 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..."

- * Diploma in Computer Science from Sikkim State University (Distance).

PROFESSIONAL QUALIFICATIONS

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

* **Certification in Google with FOUNDATION OF PROJECT MANAGEMENT from COURSERA.**

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

* Certification in **WEB MULTIMEDIA** from ST. ANGELO'S.

* Certification in **MECHANICAL DRAUGHTSMAN** from GUPTA ACADEMY.

ACHIEVEMENTS

"...it doesn'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