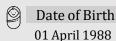


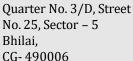
# GURUPANCHAYAN



Mobile No. +91-8582925267



Address



## Language

English, Hindi and French (Beginner)

#### Position of Responsibility

Coordinator of The Altruist Club - Social Service Club of IMI Kolkata

### Extra Curricular National level Chess

player

#### **Business Contest**

Finalist in IIM-C Mandi Participated in ICICI Stock Minds

### PES Skill

Leadership

**Business Process** Improvement

Strategic Planning

Adaptability

MS Excel

#### BE (C.Sc.) and MBA (Fin.) with 9+ years of Work Experience in IT Sector **Project Management Certification from IIM Rohtak**

Prudent, disciplined & self-motivated with excellent interpersonal & organizational skills with proven abilities in both team and customer relationship management.

### CERTIFICATION

Project Management Certification from Indian Institute of Management - Rohtak Apr-22

**EDUCATION** 

PGDM Finance from International Management Institute, Kolkata 2013-15 B.E. (Computer Science & Engineering) from Bhilai Institute of Technology, Durg 2006-10

TECHNICAL SKILLS

Agile/Scrum Framework PM Documentation Requirement Definition & Analysis **Project Planning Project Scheduling Process Improvement** UI/UX - Figma **Effective Communication Vendor Management** 

**WORK EXPERIENCE** 

### **HyFun Foods**

Manager - IT Projects

Successfully managing 6 projects simultaneously, ensuring adherence to timelines and

- budget constraints. Achieved the successful delivery of 4 projects within specified timelines and exceeding
- stakeholder expectations. Implemented project management best practices to streamline workflows and
- enhance efficiency.
- Drafted comprehensive project policies and templates including project status trackers, risk management matrices, and change management documents to establish clear guidelines for project execution.
- Implemented effective strategies to mitigate project risks and resolve issues promptly, ensuring project milestones were met consistently.
- Facilitated seamless coordination between the business team and external vendors throughout project lifecycles.
- Led vendor management activities including vendor selection, contract negotiation, and performance evaluation.
- Ensured vendor compliance with project requirements and enforced service level agreements to maintain project integrity.

### ScreenRoot Technologies Limited

**Project Manager** 

- Successfully managed 3 projects of Finance domain ranging from INR 70 Lakhs to 95 Lakhs requiring 4,200+ resource hours.
- Develop scoping, costing, project plans, monitor progress, track project performance.
- Enhance project wide efficiencies and monitor progress by implementing ClickUp tool.
- Address and resolve project risks, roadblocks, obstacles while securing resources to efficiently complete deliverables.
- Draft User Journey, Functional Requirement Document and Client Side Test Scripts for the project.
- Implemented scrum methodologies to inline the software development process.

### **Interbiz Consulting**

**Project Manager** 

Jan-2021 to May-2022

Jun-2022 to Dec-2022

May-2023 to Present

- Scope out features and draft the product roadmap for the project.
- Draft Process Flow Design, Functional Requirement Document and Client Side Test Scripts for the project.
- Design UI and UX experience for the user/client through Figma.
- Using scrum methodologies to ensure software development team had the resources to meet deadlines.
  - Implemented rigorous monitoring of new features to ensure team meet the KPIs.
- Identify solutions to improve features and software performance.

Sr. Manager – Operations and Technology

- Managed and launched MVP (Minimum Viable Product) on May-2019 for viewing Portfolio of Real Estate properties in India by implementing agile ideation plan.
- Analyse and define project deliverables based on client requirements.
- Work within an agile team and helped prioritize scope and feature request to ensure the timely deliverables.
- After MVP, designing and implementing new screens & features for enhanced user interface and search for innovative improvements to enhance customer experience.
- Lead 3 cross functional teams Marketing, Business Analyst and Product team to develop and modify required specifications. Helped usage grow by 76%.
- Drafting BRD, FRD and other process related documents.
- Ensure product met or exceed client expectations with maintaining Product Vision.
- Manage Real Estate Portfolio of 40+ Corporates, UHNI and NRI.
- Facilitate customers with planning, forecasting, reporting and analysis of investments in financial and non-financial metrics to make informed decisions.
- Drive continuous process improvement efforts to enhance timeliness and accuracy of services.

#### **XL Dynamics India Pvt Ltd**

Associate Analyst

Aug-2015 to Feb-2016

- To review whole process involved in loan life cycle right from the origination.
- Configure financial data and documents in the ERP system.
- To determine final cash to close amounts and also need to verify whether the same meeting the loan program guidelines.
- · Worked with Pre-risk and underwriting team for re-checking loan worthiness

#### **Accenture**

Software Engineer

Apr-2011 to Jun-2013

- Understanding of SDLC and worked on 3 different phases of it (Coding, Testing and Implementation).
- Ensuring standardization of processes across the organization (Accenture and Clients), Conducting process monitoring and improvement with onshore training and development
- Worked as an Analyst/ Onsite Coordinator, managing onsite development & support, functional specification review, technical specification writing and performance tuning for Vitens-Planon Mercury synchronization project.
- Overseeing the delivery of techno functional solutions through analysis and mapping of end-to-end business processes while working with business process owners/ multiple stakeholders and other team members.
- Engaging with stakeholders to identify opportunities for business process simplification / optimization and sustainable solutions



#### SUMMER INTERNSHIP AND LIVE PROJECTS

IICA, Ministry of Corporate Affairs, GOI

Apr-2014 to Oct-2014

• Implementing Executive Education Program for arranging and imparting training and development for Directors, Chairman, Senior Executives and Board of Directors in the field of Section-135 Companies Act 2013, corporate social responsibility.

#### SASE Labs, DRDO, Chandigarh

May-2009 to Jun-2009

• Developed a simple software using Visual Basic which is to be used by various Civil Engineers in the field for various calculations.



#### **WEB PROFILE**

LinkedIn www.linkedin.com/in/pallay-gurupanchayan-464b0279