







 **PALLAV
GURUPANCHAYAN**

 **Date of Birth**
01 April 1988


 **Mobile No.**
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 **Email Id**
pallavguru@live.in

 **Address**
Quarter No. 3/D, Street
No. 25, Sector – 5
Bhilai,
CG- 490006

 **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




**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	Vendor Management	Effective Communication

 **WORK EXPERIENCE**
HyFun Foods May-2023 to Present
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 Jun-2022 to Dec-2022
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 Jan-2021 to May-2022
Project Manager

- 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.

Props{AMC}

Oct-2016 to Dec-2020

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

Aug-2015 to Feb-2016

Associate Analyst

- 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

Apr-2011 to Jun-2013

Software Engineer

- 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

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