**Amit Shahi MBA, PMP, CSM**

**Profile**

Seasoned PMP certified Project Manager with 6+ years of proven results in I.T. Telecommunications and Financial Services. Competent in handling projects in Waterfall and Agile methodologies, SDLC, Resourcing, Communication, Scope Management and Cost-Benefit Analysis. Experienced with the use of PMBOK methodology and project tracking tools, forecasting, risk management, issue management and organizational change management. Strong team builder, mentor, facilitator and motivator. Superb communication skills and experienced in private and international milieus.

Professional Experience

Bell Canada, ON

March 2022- Present

**Project Manager**

* Responsible for all aspects of project management for assigned product development projects
* Creates cohesive project plans with identifiable critical path, task dependencies, and major milestones.
* Discuss with solution architects and other technical consultants to build the Proposals.
* Manages the approved plans and schedules, ensuring successful completion within scope, time, and quality parameters;
* Sets deadlines, assigns responsibilities, monitors and summarizes progress of projects;
* Prepares reports for stakeholders regarding project status;
* Builds and maintains effective working relationships with team members and other departments involved in the projects;
* Identify and help implement process and reporting improvements while ensuring that sufficient resources are available to meet project goals;
* Assess project risks / process opportunities and communicate results to senior management; initiate action plans as necessary;
* Ability to assess situations to determine the importance, urgency and risks, generate possible solutions, and make recommendations and/or resolve the problem in a timely manner and in the best interests of the organization.

PMIOVOC Ottawa, ON

Oct 2021 – Present

**Partnership and Outreach Officer**

* Develop new and maintain existing partnerships with a variety of external stakeholders;
* Develop and deliver presentations on project management to a variety of target audiences;
* Build a network of partners in industry, academia and public service;
* Promote chapter’s offerings among project managers;
* Create and leverage opportunities to expand the Chapters services to academia, public service and other business professionals;

**Environment/Tools:** Agile, MS office, MS Project, SharePoint, MS Teams,

Accenture

Sep 2021- March 2022

**Marketing Expert/ Project Manager**

* Responsible for overlooking the flow and execution progress of our marketing initiatives, campaign and creative and communications intake processes.
* Manage project timeline, budget, reporting and scope of key projects within marketing operations, ensuring key milestones are met
* Provide recommendation to the senior management
* Design and develop the winning solutions while collaborating with executive teams
* Ensure proper documentation, notification, escalation, tracking and follow up of all incidents.

**Environment/Tools:** Agile, MS office, CRM, , SharePoint, MS Teams,

Harris Computers, Ottawa, On

May 2021 – Aug 2021

**Project Manager**

Worked on Integrations, Migration and Data Infrastructure projects, where 4 projects were in scope with 25 resources and budget of $1.5 M. 100% regulatory compliance

* Identified risks, worked with PMO department along with cross functional teams to ensure business timelines were met, participated in CAB/TAB, ensured UAT signoffs from teams, provided cost benefit analysis, reviewed contract and invoices for various vendors), prepared MOU/SOW and business case
* Proactively managed changes on Remedy from initiation till closure
* Developed, monitored project budgets, end to end project delivery, collaborated with cross functional teams (data center operation, software teams) and escalated issues to the management when required
* Created and prepared logical work break down structures for the project
* Defined milestones, chaired team meetings, identified critical path, collected project requirements, Lead IT infrastructure deployments and performed effective change management
* Accessed Agile tools to understand project health, report status, created presentations for steering committee, managed dependencies, lead scrum sprint meetings, daily standup meeting and managed product backlog

**Environment:** Agile, MS Office, Workzone, SharePoint, MS Planner, MS 365, Miro, MS Project, Remedy,

Kognitive Marketing, Ottawa, On

#### Dec 2018 – Apr 2021

**Project Team Lead /FMR**

* Worked on the Gas Event project by Canadian tire financial services, resource size was 30. Successfully implemented the gas events in the Ottawa region
* Worked on the waterfall environment, set up project plans for financial institution project using PMP tools and methodologies
* Oversee the work on financial tracking and reporting work for the program.
* Responsible for creating the weekly status reports and presentations for the senior management.
* Created and managed project charter, Project budget, Project communication plan, WBS, risk register, communication plan and team log
* Responsible for performance, cost, scope, schedule, quality and appropriate business measurement for the project as per the project charter
* Controlled, documented and tracked project related items, including issues, risks and its resolutions, dependencies and budgets

**Environment:** Waterfall, SharePoint, MS Planner, MS office, WebEx, MS Project, Miro

Shahi Motors, India

July 2016 – Nov 2017

**Project Manager (After Sales)**

Supported multiple projects through their development life cycle. Implemented the sky watch technology on Automobiles using the embedded systems. This project is B2C, with more than 100 stakeholders

* Led and directed all phases of the project such as initiation, planning, execution, monitoring and closure
* Identified plans and resources required to meet project goals and objectives by setting realistic timelines and checkpoints.
* Worked with SME, consultants to build the proposals to achieve goals
* Accountable for the overall program execution.
* Led and assisted technical upgrade projects for clients by working and coordinating with consultants and developers for integrations
* Developed the project budget plans and managed the progress
* Executed a personalized project plan for the team which includes quality, time and cost
* Monitored milestones, and ensure that they are completed within the time, scope and budget.

**Environment:**  MS Project, MS Office, Slack, Miro, Adobe Connect

Shahi Motors, India

Sep 2013 – June 2016

**Project Manager (Networking and electronics)**

Data center Setup (operating system, hardware and network) project with $1 M budget. The scope of the project to build a new data center with facility upgrade, purchase of complimentary equipment (storage and intel servers) by selected vendors, and configuration and migration servers, storage, network and virtualization of platform to setup high – transaction

* Ensured effective scope management throughout the project for multiple line of business like data migration at Data Center Build during SDLC process
* Lead team meetings for virtual teams to capture minutes and updated project plan on MS project
* Prepared statement of work, change requests on Servicenow and maintained deployment schedules
* Created communication plan, project charter, issue logs, RACI, quality checklist, identified priorities for the IT deployment for network devices, servers, storage and backup infrastructure upgrades with a budget of $1 M
* Worked with three teams including hardware/software/network and 3 contractors with estimated budget of $1 M meeting planned, time, cost and scope using waterfall model to archive goal as per define scope
* The data center gained highest conformance credit of Green Data Center and Disaster Recovery Standards. Power consumption rated as 50% less than existing data centers with the same processing capacity using Zero Idle Technique for workload placement
* Worked on waterfall methodologies (Project: Data Center Build) for software/web application development, created reports on JIRA, maintained documents on confluence and worked with security teams
* Managed projects on clarity tool by creating project forecasts, cost benefit analysis on excel creation, critical path, and removed roadblocks, estimated costs for resources, hardware and software

**Environment:**  Agile, MS Office, Remedy, MS Project, SharePoint

**Educational Background**

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| **Ontario Graduate Certificate in Project Management** | Algonquin College, Ottawa, ON  Aug 2019 |
| **Masters of Business Administration Degree** | Lovely Professional University, India  Equivalence completed by IQAS- equivalent to MBA |
| **Bachelor of Engineering and Technology Degree –**  Electronics / Telecommunications | Eternal University, India  Equivalence completed by IQAS- equivalent to electrical engineering degree |
| **Certifications** | Project Management Professional (PMP)  Certified Scrum Master (CSM) |

**Skills and Attributes**

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| **Project Management Professional** | PMP  Certified Scrum Master (CSM)  Business Agility  The Project Manager’s Guide to Scope Definition and Management. |
| **Technology Strategy** | IT Project Management  IT Infrastructure and Maintenance  Project Budget and Estimation |
| **Business Leadership** | Change Management  Procurement Management  Team Management  Cross-Functional Team Delivery  Relationship Management |
| **Core Management Traits** | Infrastructure upgrade  Conflict Resolution  Issue & Risk Management  IT support and Training  Requirements Gathering |
| **Professional Workshops** | Leading a Virtual Team – LinkedIn  Risk Management – LinkedIn |
| **Soft Skills Training** | Communication and Personality Development – CNH India |
| **Office Tools** | MSOffice, MS Excel, MSWord, MS PowerPoint, MS Exchange, MS Outlook, MS Project, Visio, Work Zone, SharePoint, MS planner, Slack |
| **Security Clearance** | Enhanced Reliability in progress, Eligible for Secret II |
| **Language Skills** | English, Hindi and Punjabi |
| **Volunteer Work** | PMIOVOC – Partnership and Outreach Officer |
| **Memberships and Associations** | PMI  Scrum Alliance |
| **Awards and Recognition** | Best Performer – 2015 |