

Akash Mutgi

Hidburghauser Str 26

Berlin, 10319

+49-17636071945

akashmutagi51@gmail.com



Summary

- 6+ years of experience in **Project Management** Functions.
- **Prince2 Certified Practitioner & Prince2 Agile Practitioner.**
- Broad experience in core Project Management activities like **Project Planning, Forecasting, tracking, Utilization, Stakeholder Management, Change Management Resource Management, Risk management** etc.,
- Working knowledge of **SDLC & IT Infrastructure**
- Proficient with various PM tools like **MS Project, Primavera, SAP, PeopleSoft, SFDC, MS CRM Dynamics, Jira and Confluence** etc.

Education

Bachelor of Computer Applications (Graduated August 2012)

Masters of Science (Graduating October 2019)

Languages

German: **Intermediate**

English: **Fluent**

Employment History

Starr Sp. Zo.O

Project Manager

Warsaw, Masovian Voivodeship

June 2017 – March 2019

- Responsible for the preparation of Project Charter and executing the complete Project Life Cycle
- Quality Management & Gap Analysis.
- Prepare Monthly/Weekly/Annual Status reports
- Improve teams efficiency by allocating activities
- Coordinate with various internal & external stake holder for project related documentation
- Prepare closure documents to be signed by the clients at the completion of project

Indegene Lifesystems Pvt Ltd - Bangalore, Karnataka- **Client:** Multiple Projects of Pfizer group

Project Manager - April 2016 – May 2017

- Clarity and sign-off on the Scope of Work
- Prepare the Project Documentation mentioning the Start Date & End Date and Respective task owners
- Documentation of Internal & External reports

- Development of Team
- Monthly/Weekly/Annual Status Reports.
- Have worked at the Pfizer client location in Dubai for 3 months.
- Process Improvements.

Locuz Enterprise Solutions Ltd. - Bangalore, India – **Client:** Dell, Cisco, and Multiple others

Project Management Executive – Dec, 2015 – Apr,2016

- Responsible for the preparation of Project Charter and executing the complete Project Life Cycle
- Categorization of Project – Supply Project, Supply & Deploy Professional Services.
- Coordinate with the Senior Management to nominate the Project Lead. Identify , Map the individual competence to the Project.
- Gap Analysis – SOF-SOW vs. Actual Kick off meeting
- Quality Management & Adhering to ITIL/ISO process standards

Accenture Pvt Ltd - Pune, Maharashtra – **Client:** Multiple Projects of Merck Pharmaceuticals

Project Management Associate

April 2015 – November 2015

- Responsible for the preparation of Project Charter and executing the complete Project **Life Cycle & Monitoring the SOW**
- Coordinate with the Senior Management to nominate the Project Lead. Identification & Mapping of the individual competence to the Project.
- Clarity and sign-off on the Scope of Work.
- Prepare the Project Documentation mentioning the Start Date & End Date and Respective task Owners.
- Responsible for Project Closure with zero revenue leakage.
- Handle multiple projects of SDLC simultaneously.

Siemens Technology Pvt Ltd - Bengaluru, Karnataka – **Client:** More than 263 hospitals in USA.

System Engineer - Project Management Functions

December 2012 – December 2014

- Coordinating with all PM's for their Project Set up activities
- Generate Reports on a daily, weekly, monthly and quarterly basis by running queries in PeopleSoft, Siebel and SharePoint etc.
- Understand the Stakeholders requirement in terms of Project Dashboards (which talks about Project Status, Issues, Risks etc,) prepare decks accordingly.
- Closing , Cancelling and marking the milestones in Primavera and PeopleSoft & Maintaining the data of both Clinicals as well as Financials for business purpose
- Facilitate if there are any client visits

Professional Skills

Project Management: Advanced
Primavera: Advanced
 Advanced

MS Project: Intermediate
PeopleSoft: Intermediate

Jira: Advanced
MS Office: