

Dishant Kumar

Project Manager



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- Highly organized individual with more than 1.5 years working as Assistant Project Manager for IT/ITES companies. Experienced in Software/Hardware and committed to providing outstanding client service and support.
- Experienced Project lead with top-notch implementation and project management abilities. Highly organized, methodical and skilled at overseeing daily milestones across high-performance teams. Well-versed in Software Management & Hardware Implementation ,planning and deployment.

Skills

- Client Interfacing ●●●●●○
Very Good
- Project Resource Assessment ●●●●●○
Very Good
- Project Brief Design ●●●●●○
Very Good
- Logistical Framework Design ●●●●○●
Good
- Development Milestone Planning ●●●●●●
Excellent
- Decision-Making ●●●●○●
Good
- Training and Development ●●●●○●
Good
- Critical Thinking ●●●●○●
Good
- Flexible and Adaptable ●●●●○●
Good
- MS Office ●●●●●●
Excellent
- Cultural Awareness ●●●●●●
Excellent
- JIRA ●●●●●○
Very Good

- Google Meet & Teams
- Manual UI Testing
- XStudio
- Over all Flow Testing

Work History

2022-01 - Current

• Assistant Project Manager

Amazin Automation Solution India Pvt. Ltd, Gurgaon

- Escalated incidents to next level to remain compliant with company's standards and procedures.
- Maintained tactical control of project budgets and timelines to keep teams on task and achieve schedule targets.
- Mentored and guided staff to enhance performance and exceed customer expectations.
- Supported senior managers and department leaders by completing projects and problem resolution under tight budgets and schedule demands.
- Monitored and tracked project metrics and collected data to share with project members.
- Updated customers and senior leaders on progress and roadblocks.
- Delivered high level of service to clients to both maintain and extend

2021-03 - 2021-09

- relationship for future business opportunities.
- Partnered with project team members to identify and quickly address problems.
- Verified quality of deliverables and conformance to specifications before submitting to clients.
- Scheduled and facilitated meetings between project stakeholders to discuss deliverables, schedules and conflicts.
- Tracked project and team member performance closely to quickly intervene in mistakes or delays.

Sr. Project Coordinator

Med Freshe Pvt. Ltd. (Unison Narula Group) , Delhi

- Collaborated with team members to achieve target results.
- Conducted research, gathered information from multiple sources and presented results.
- Learned new skills and applied to daily tasks to improve efficiency and productivity.
- Maintained excellent attendance record, consistently arriving to work on time.
- Carried out day-to-day duties accurately and efficiently.
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.

2020-08 - 2021-02

Sr. Service Coordinator

Thakral Services (India) Ltd., Delhi

- Assuring all processes as defined by the company policy are being met by DI&QC (Delivery, Integration & QC) team
- Creating reports at regular interval for project stakeholders
- Conducting project closure meeting for retrospection and publish the report
- Handover completed project documents to platform support team • Chair and facilitate meetings where appropriate and distribute minutes to all project team members
- Maintaining and monitoring project plans, project schedules, work hours
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project

2018-01 - 2020-07

Team Lead

GTI Info tech Pvt.Ltd., Noida

- Read Work Order of the allotted Tender and Requirement of BOQ. Take GPS/VTS/Handheld GPS and Personal Device Quotation, preparation and submission to Vender for Purchasing Items given as per BOQ.Co-ordination with the Sales team/ customer / Dealer.
- Developing and maintains a good working relationship with the client thereby ensuring their expectations are understood and schedule Meeting with them for Collecting bulk data and other

- requirements/details to Visit IOCL states Offices, LPG Bottling Plant, Server Rooms, GAIL Pipeline Sites Offices.
- Planning for Work execution as per given Tender BOQ line items delivered all deliverable Tools, Equipment ,GPS, Lodger, Personal GPS tracker for GAIL Pipeline VTS and other requirements.
- Review site requirement and work completion detail with the project team on a regular basis to ensure that it meets the project standards and Complete with the time line.
- Upload all relevant data on in Main Server Data base helping with Software Team. Brief them to design software and Application as per the Client requirements and met with the BOQ line items.
- Ensure that the project deliverables are on time, within budget and at the required level of quality.
- Provide Training to Clients, GM/DGM Operations Head, Field Officers, Managers and Supporting Staff about our GPS/VTS Tracking System, Application and Informed about Tools, GPS Specification and other deliverable.
- Follow-up with clients regarding Invoices Received, Payment -queries and Summaries Received payment and Not Received Payments and Follow -Up again with the same.



Education

2007-03 - 2008-05

2009-03 - 2010-05

2010-08 - 2015-05

2021-06 - Current

- **High School Diploma**

Hindon Public School - Harsh Vihar, Delhi

- **Intermediate: Science (PCB/PCM)**

Govt. Sarvodiya Bal Vidyalaya - Dikshad Garden, Delhi

- **B.Tech: Information Technology**

Shri Ram Murti Smarak College of Engg And Tech - Bareilly U.P.

- **MBA: Operations & Information Technology Management**

JMS Group of Institutions - Hapur, Uttar Pradesh



Software

- Manual testing
- JIRA Application
- JQuery
- SQL, MySQL



Languages

- HTML
- PHP
- CSS



Interests

- Browsing Search -Engine & Web Surfing
- Writing/Blogging
- Sports and Exercise
- Music