

# Sameer Gade

## Project Manager

✉ sameer.gade@yahoo.com 📞 9130324754

A Certified Scrum Master, ITIL certified and PMP Trained professional with over 12 years of experience in Agile Methodology in SDLC, Team leadership, Project management, Process implementation & Quality Gates Transition, managing mid to complex sized project on IT-Infra project management.

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### Education

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2010 – 2011      **Electronics and Telecommunications, Shivaji University, Kolhapur**

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### Professional Experience

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08/2023 – present  
Pune

**Senior System Engineer Lead, Persistent System Ltd**

- Creating Waterfall project plan for projects in Microsoft project Plan.
- Managing the deliverable list & project close out activities including acceptance and completion of project reviewing and interpreting plans and specifications.
- Critical Path analysis on project activities & inform team about this to avoid any issues and maintain RAID log.
- Managing project launch while supervising assignments, delivering before deadlines and processing billings.
- Prepared project performance and progress reports on a weekly basis to enable decision making by senior management.
- Power BI dashboard reporting

03/2022 – 08/2023

**Senior Program Manager, Quick Heal Technology**

- Develop comprehensive project plans, timelines, and resource allocation strategies to meet project goals.
- Ensure every Plan commits, and Closure of the quarters are discussed with the organization and taken approvals from the CTO, CEO, and other leaders.
- Worked Agile frame work to achieve Millstones as Concept Gate, Planning Gate, Code complete Gate, Exit Gate
- Ensure the Sprint cycle is followed to deliver the product/feature in the market.
- Driving Sprint Demo, Sprint retrospective meeting, GA, Go-No-Go meeting, cross-product dependencies meeting
- Worked with Sales, Marketing and Product Manager to make sure priority of Feature and urgency of deliverable with Engineering team.
- Worked as SPOC for end-to-end release of a product or a feature.

08/2021 – 03/2022

**Senior Admin Lead, Wipro Technology**

Team Leadership & Project Management

- Managing the deliverable list & project close out activities including acceptance and completion of project reviewing and interpreting plans and specifications.
- Leading Transformation Consulting Projects across geographies

Scrum Master & PMO:

- Acting as Scrum master to work on Agile project for their transition and new agile project implementation.
- Sprint planning meeting and estimation of all tasks to be conducted in each sprint.
- Creation of dashboard on JIRA tool, add new user stories, sub tasks, update them on daily/weekly basis.
- Reporting on weekly basis for all open items based on their status, dependency to complete the sprint.

02/2020 – 08/2021

**Fault Management Engineer, Nokia Solutions & Limited**

- Project Management (Waterfall)- Executing project activities from conceptualization to execution including business definition, feasibility & optimization, planning and implementation.
- Creation of Proposals and SOWs, Budget forecasting, Resourcing, Status Reporting & Invoicing.
- Dealing with scope, time, schedule, quality compliance, cost, resource and risk management associated with the project.
- Creating Process and Project documents and sharing with the team
- Program management- Deliverables, Infrastructure, Admin, Onboarding, Client and internal Audits management

03/2012 – 01/2020

**Senior Executive Engineer, Tata communications Transformations and Limited**

**Project Manager:**

- Responsible for Leading and managing projects through each phase of project lifecycle in Waterfall/Agile Scrum framework across multiple departments within a line of business.
- Lead project planning, execution, and control efforts, ensuring adherence to project scope, schedule, and budget.
- Develop comprehensive project plans, timelines, and resource allocation strategies to meet project goals
- Looking after risks associated with Cost, Quality, time & Scope by timely discussion with core teams and key project stakeholders.
- Tracking Project status and publishing weekly project Status reports to all the stakeholders.

**Change Manager:**

- Responsible for all ITIL Change Management activities
- Evaluate impact, risk assessments, potential conflicts with other Requests for Change, proper submission of Implementation plan, test, backout plans from technical teams before approving Changes and in preparation for the CAB.
- Discuss and get needed information for standardizing the changes with agreed approvals and workflows.
- Identify and implement process improvements and tool enhancements relating to same
- Chair the CAB meeting, Convene the emergency CAB as required

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### Skills

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Stakeholder management • Time Management • Budget Management • Risk Management • Problem Solving • Leadership • Team Handling • Scrum Master • Change Management

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### Personal Details

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- Name: Sameer Gade
- Date of birth: 11 April 1988
- Address: Ravet, Pune
- Languages Known: English, Hindi, Marathi
- Marital Status: Married

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### Declaration

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**Sameer Gade**  
Pune