Sajeli Suresh Sheth
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Experience Summary

Over 3+ years of Experience in IT field with the profile of Project Manager in Telecom and Banking accounts. An assertive multi-tasked team player who holds extensive ITIL skills. Endeavour to achieve the highest standard of obligations across all networks along with demonstrating an established technical and logical approach to solving complex problems and issues. Overall, a dynamic and shrewd individual who adapts instantly to the fast paced and challenging working environments and is always eager to develop additional skills.

Core Competencies:

- **Framework** - ITIL V3, Agile

- **Operating Systems** - Red Hat Enterprise Linux 6.0, Red Hat Enterprise Linux 7.0, Windows XP, Windows 7

- **Technical Skills** - Linux 6.0 and 7.0 OS, UNIX OS, Networking

Primary Skills:

- Excel in different modules of Project management.

- Good knowledge and understanding of ITIL process.

- Knowledge of multiple technologies and frameworks.

- Enhanced personal skills by continually taking web-based training and off-site courses.

- Problem Solving and troubleshooting skills, leadership qualities, strong analytical, organizational, multitasking, execution skills and presentation skills with ability to co-ordinate activities and interact with end users in a fast paced team environment and ensure delivery within time frame.

- Magnificent verbal and written Communication, Strong experience interacting with clients, end-users, requirement gathering, understanding requirements, analyzing solutions. Ability to work in tight schedules, mentor and team player with strong aptitude towards interpersonal communication with ability to work in team and independently.

- Self-motivated, initiative, high level of energy.

- Decision making, critical thinking, organizing and planning.

- Tolerant and flexible to different situations.

Secondary Skills:

- On-boarding Activities - with reference to scaling up business across various target domains and platforms.
- Demand and Supply Reporting to assist Floor Management and Shift management.
- Fortnightly Status Report (FSR) - Captures highlights and lowlights of entire service across all portfolios Active team representation on the Client review calls, Project Study calls, handling Critical issues and urgent escalation.
- Preparing a One Click Go Web Portal "EDM QuickLinks". This Web Portal mainly consists of all the Links used daily (PMO/EDM/Templates/Knowledge repository/Process oriented Handbook).
- Knowledge Transfer sessions (peer to peer) and mentoring resources in shadow phase.
- Specialization with RedHat Linux. Well versed in User and Group Management.
- PowerPoint - have an intermediate skill level in creating decks which help me gain instant credibility when presenting to stakeholders.
- Strong Work Ethic - motivated to getting the job done and committed to deadlines.
- Teamwork Skills - working productively with a variety of people, utilizing the various skills within the group, and overcoming any differences between members.
- Analytical Skills - able to gather information in order to assess a situation or problem.
- Initiative - taking action before manager asks not only saves time with delegating tasks, but viewed I can take charge and lead without being asked.

Certifications:

- Red Hat Certified Engineer (**RHCE**) - Secured 243/300 (Certificate ID: 160-087-029)
- Red Hat Certified System Administration (**RHCSA**) -Secured 300/300 (Certificate ID:160-087-029)
- ITIL v3 Foundation (**EXIN/AXELOS**) - Secured 98% (Certificate ID: 5770365.20567779)

Educational History:

- 4 years **Bachelors in Electronics &Telecommunication** (B.E. E&TC) in June 2014, Pune.
- 3 years **Diploma in Electronics & Telecommunication** in the year 2010 from MIT, Pune.

Employment History

Company	Location	Designation	From	To
Hewlett Packard Enterprise	Pune	Project Manager (Telecom Domain)	4th Sept 2017	Present
Cognizant Technology Solutions	Pune	Project Manager (Banking Domain)	20th Feb 2015	30th July 2017