

Swati P Dongardive

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## PROJECT MANAGEMENT PROFESSIONAL – PRODUCT DEVELOPMENT AND DELIVERY MANAGER

Offering an impressive experience of 8 years; expertise in heading overall project activities right from the conceptualization stage to the execution and close-out.

## COMPETANCY FORTE

Seasoned and versatile management professional with cross-functional experience acquired over the years with reputed organizations, specialized skills in Liasoning , IT implementations, Strategic Project Management, Agile (Scrum) Methodologies, Requirements Definition & Analysis, Relationship Management

Currently spearheading as Project Manager with IIT Bombay, MHRD Govt. of India – Mumbai.

Expertise in facilitating Project Management activities like planning, executing and monitoring also controlled the project execution.

Proven ability in providing thought leadership in overall project management,new product development, project planning, budgeting, resources deployment & utilization and risk identification & mitigation..

Proven ability in managing the complete life cycle of projects including analysis of the client requirements, translating new ideas into clients' solutions, requirements development, delivery, support, analysis and documentation.

Excellent capabilities in executing technically challenging projects, within defined time/cost parameters

Excellent analytical and conflict resolving skills with managerial strengths in synchronizing team efforts to catalyze work execution to specified quality standards.

## CAREER HISTORY

### **Project Manager – Product Development and Delivery Manager ( January 2018- Till Date ) IIT BOMBAY, MHRD GOVT. OF INDIA – MUMBAI**

1. Involved in directing Project Management initiatives like defining technical specifications, reporting and documentation, budgeting and cost estimates and executing the entire Project.
2. Conceptualization and monitoring the new product launch and delivery.
3. Developing full-scale project plans and associating communications documents. Effectively communicating project expectations to clients and stakeholders in a timely and clear fashion.
4. Tracking, monitoring and reporting project progress by: Scheduling tasks, setting deadlines and reviewing deliverables
5. Help the government colleges to get fund from Higher Education Department of 25 lakhs in states to do software training.(Odisha-2018,Telangana- 2019, Andhra Pradesh- 2020, Bihar - 2020)
6. Conducted training in Panchayat department for the govt. staff. November 2020
7. Manage human resources by mentoring, staffing and keeping tab on the attrition levels

- Mentor and manage team members, by giving constant on the job feedback and by providing guidance.

### **Assistant Project Manager : Marketing & Communications ( January 2016- January 2018)**

#### **IIT BOMBAY, MHRD GOVT. OF INDIA – MUMBAI**

- Meetings and delivering presentation to Governor, Chief Minister, Education Minister, IAS Officers, Vice Chancellors, Directors and Deans of Educational institutes/bodies regarding the Project implementation.
- Took training on how to install the Linux Operating System and made Easy123 for the faculty/students to understand the process step by step.
- Leading all projects through aggressive project governance processes; developing relationships with business stakeholders and leadership teams across geographies and departments.
- Analysing the large data education sector from past and analyze it for further project implementation strategies.
- Resolving numerous project issues including staffing shortages, tactical matters, scope creep and divergent business and user needs.
- Mentor the the troops for using the strategy and provide training by taking mocks.

#### **Project Research Assistant: Project Implementation**

#### **IIT BOMBAY, MHRD GOVT. OF INDIA – MUMBAI (January 2014- January 2016)**

- Promoting and implementing the project in Educational and Government bodies in the assigned states of country.
- Took Training on Skill Development, Email writing.
- Handling the charge of Rajasthan and Manipur state, Approximately more than 5 thousand colleges were guided to enroll for training.

#### **Faculty In Polytechnic College**

Shantiniketain Polytechnic College, Panvel ( June 2013 – December 2013 )

- Worked in Civil, Electronics department for subjects (TOS, BEE, EC)
- Guided students on Communication skill training.

#### **Technical Engineer**

Global Telecom Limited-Mahape(January 2010- December 2010)

- Making Quotation for the solar plant.
- Survey of the solar in different states and make report

#### **EDUCATION CREDENTIALS**

Examination	Passed In	Percentage/ Grade	Board/ University
Primary (10 <sup>th</sup> )	2000	59.46	State Board
Secondary (11 <sup>th</sup> & 12 <sup>th</sup> )	2002	55.67	State Board
Diploma in Software courses	2003	A	I.D.E.M.I

B.E(Instrumentation )	2008	59.40	Mumbai University
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### Technical Skills

Linux, Google Drive, MS Office, Microsoft Windows and Internet Application

### Objective and Carrier Goal:

To work with the Organization, Where I would Expertise my knowledge and evolve to take leading roles &

responsibilities for meeting organization goals

### PERSONAL DETAILS

Swati P. Dongardive

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**Date Of Birth :**

12<sup>th</sup> January 1985

**Address For Communication**

Sector2, CBD Belapur. Navi Mumbai.

**Hobbies**

- Teaching ,
- Travelling with friends