

SHWET SHAH

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PROFESSIONAL SUMMARY

MSEM graduate with Six sigma green belt certification and experience as an Associate Project Manager. Proven success in managing project scopes, budgets, schedules, and deliverables throughout all phases of the project lifecycle

EDUCATION

The University of Texas at Arlington, Arlington TX

Master of Science in Engineering Management (GPA:3.78)

August 2018 - MAY 2020

Gujarat Technological University, Ahmedabad India

Bachelor of Engineering in Mechanical Engineering (GPA:3.5)

August 2014 - MAY 2018

EXPERIENCE

Herolabs Infotech Pvt Ltd. , Mumbai India

August 2017 – August 2018

Associate Project Manager

- Prepared and controlled new project plan while assisting project Manager to create project scope, define deliverables , and identify key milestones, documented project plan using MS Project
- Facilitated project manager in prioritizing work packages and allocating resources which resulted in 20% reduction in planned project schedule
- Partnered with risk teams in identifying and mitigating risks and integrating mitigation plans into project timeline
- Collaborated with communications team in providing weekly status updates to internal and external stakeholders
- Prepared an Excel macro and standardized reporting templates, resulting in efficient data collection and a 30% reduction in turnaround time
- Supported PMO in data management and analysis for complex projects; Generated lessons learned documents

Byjus- A Learning App, Bengaluru India

January 2017 – July 2017

Project Coordinator

- Coordinated with Project Manager in identifying gates into existing project plan further disintegrating project into phases
- Co partnered with R&D department while developing new product ; provided strategic inputs including go to market strategies and customer needs by competitive analysis and market surveys using focused groups methodology
- Coordinated with product , procurement, and engineering teams by providing required inputs while developing new product to ensure zero compromise during innovation
- Identified risks and opportunities ; Prepared effective mitigation plan to reduce management reserve by 20%
- Conducted Monte Carlo analysis to determine Probability of success for the proposed project

Sharp Engineers, Ahmedabad India

August 2016- January 2017

Project Management Intern

- Persuaded Quality check department in monitoring assembling process which reduced defects by 30%
- Volunteered in the planning process by suggesting analytical solutions for reducing the assembling time by 12%
- Led a project in replacing material of worm wheel which further improved life of gear by 4years
- Acted as a POC for internal project participants and communicated project status to PMO

CERTIFICATION

Six Sigma Green Belt Certification – Credential ID 14152311, Institute of Industrial and Systems Engineering

TECHNICAL SKILLS

Project Management Tools: Microsoft Project, Microsoft Planner , Slack , JIRA

Development and Designing software: Spark AR, Lens Studio, AutoCAD, SolidWorks

Productivity Software: Tableau , Microsoft Excel, VBA, Microsoft Office, SharePoint, MS Visio, Zoho Desk

ERP system: SAP S4 HANA , Zoho CRM

ACADEMIC PROJECTS

- Prepared a proposal for launch of new smart phone using management techniques, market surveys and project plan
- Conducted a financial comparison between FedEx and UPS for 8-year span by analyzing reports and comparing ratios
- Developed marketing strategies for UTA bookstore by using customer surveys, in depth interviews and brand value