

# Elman Babayev

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## SUMMARY

Experienced and hardworking Project Manager with more than 2 years of experience driving unique projects and leading effective teams for diverse industries, including Banking, E- Commerce, Construction, Off-Shore Oil and Healthcare Industries.

- Reduced Bill of Vendors by 30% while increasing supply output by 20%
- Executed RFP analysis, contract presentation/negotiation & vendor supply management.
- Managed multiple project schedules, project financial reports, team evaluation, coaching and mentoring hiring/firing, training and performance.
- Communicated directly with C-level and board of director personnel administering updates, execution and results report.
- Developed and enhanced budgets and revenue streams to hit yearly projections and increase revenue by 20-30% through cost savings and applied cost efficiency strategy.
- Managed a team of up to 10 resources, along with additional contractors and vendors, to operate and maintain multiple healthcare projects.
- Led all financial aspects (budgets, proposals, analysis, and reporting)

### Business skills

- Strong Leadership and multitasking, Strong Verbal and Written skills, Strong analysis and decision making skills, Detail oriented Active listening skills, Problem Solving/Critical Thinking, Negotiation and Time Management skills.

### Technical skills

- Operating Systems: Windows NT/2000/2003/XP
- Proficiency with Microsoft Office Project, Word, Excel, Power Point, SharePoint, Visio, Youtrack, Six Sigma, Jira, Minitab Statistics, Zoom, Oracle, Visual Studio, IIS, SQL, MS Access, DB 2, PeopleSoft, Smartsheet.
- Networking: TCP/IP, LAN/WAN, VPN, SQL Server, MS Site Server
- Project Management Methodologies and Frameworks, Team Building/Management, Resource Planning and Management, Time Management/Scheduling, Cost Assessment/Budget Management, Conflict Management and Resolution.

## EXPERIENCE HIGHLIGHTS

### APEX IT SYSTEM, INC

#### (Project Manager)

16 June, 2020 -

- Coordinating internal resources and third parties/vendors for the flawless execution of projects
- Make sure that all projects are delivered on-time, within scope and within budget
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Provide leadership to business analysts and collaborate with customers and develop strategies and solutions of high business value
- Prepare and develop a project status report and all necessary project documentations including Milestone Reports, Change control and approval processes.

### Pacific Prime Healthcare Insurance.

#### (Project Manager Specialist)

Sept, 2016 to June, 2017

- Implementation and control over one of the projects that included south regional healthcare system development as a strategic target of the General Healthcare Development Program
- Initiate development of software that allowed to test all healthcare workers in accordance with their current position requirements, the testing system was completed within ISO 15189 worldwide healthcare testing quality and embedded in the healthcare system on a regular basis
- Applied frameworks and methodologies such as Agile and SCRUM throughout a project's lifecycle
- Agile management methodologies to accelerate the processes provided by healthcare workers in the south region through effective adoption of innovation in patient experience, clinical workflows, and digital health technology with the ultimate goal of improving care
- Initiate a control of the governmental bidding that was initiated with a core target to fulfill the South region hospital's requirements with the numbers Emergency supplies and medicamentations, Artificial lung ventilators and Dialysis machines
- Facilitate kick-off meeting of the Project and rest of meetings that were organized with different purposes and performed at different stages of the project
- Monitored Triple constraint of the Project by performing various financial analysis including calculation of

- (EVM) Earned Value Management and preparing a cost management plan with determined TCPI Index
- Developed a Project risk management plan and prioritize risks in accordance with their possible impact on the project
- Performed analysis of Project's Quality and Quality Assurance by using a statistic tool Minitab, Six Sigma and developed IMR, Pareto, XBar Charts to determine faults in quality
- Executed the closure of the project by conducting Lesson Learned and reporting directly to the Top Stakeholders of the project regarding time and budget result at the completion
- Closely working with key stakeholders within a cross-functional matrix environment

**Ekvita Consulting**

**Jan, 2016 to Apr, 2016**

**( Junior Project Manager )**

- Assisted PM with cost and schedule estimation
- Conducted a Stakeholder communication management plan.
- Assisted to identify, prioritize, provide a solution and monitor risks of (BP) British Petroleum offshore telecommunication project
- Assisted PM with developing a schedule of the project and represent it as (WBS) Work Breakdown Structure in Microsoft Project tool
- Assisted PM with managing integrated change control of the offshore project.
- Provided a weekly progress report based on comparison of project current status to the baseline

**AKKORD Industry Construction Investment Corporation ( OJSC)**

**Oct,**

**2014 to Jul, 2015**

**( Intern in the Business Development Department )**

- Researched and identified potential partnerships
- Reached out to current partners and developed new opportunities
- Helped to shape the marketing strategy of new program areas
- Conducted B2B market research by competitive analysis and qualitative interviews of marketing experts
- Participated in the bidding process of an international construction project with estimation of best competitive price for bid
- Assisted to initiate, organize and control meetings between owner of the project and contractors

**International Bank of Azerbaijan**

**Sep, 2013 to Sep, 2014**

**( Assistant of Credit Department Manager )**

- Assisted Monitoring and evaluating active accounts to reduce or prevent bad debt losses
- Helped top managers with keeping policies and procedures for customer service of the bank
- Brainstorm opportunities for the sales department to increase the profit and achieve the target without damaging the department's ability to manage risk and control payment delinquency to acceptable levels
- Control the costs to operate the credit and collection function

**EDUCATION**

<p><b>Northeastern University</b>  <b>Boston MA</b>  Master of Science in Project Management</p>	<p><b>Started: 2018</b>  <b>Anticipated: March 28/2020</b></p>
<p><b>University of Essex</b>  <b>Colchester UK</b>  BSc in Business Management with Finance</p>	<p><b>Started: 2016</b>  <b>Completed: 2019</b></p>
<p><b>Azerbaijan Architecture and Construction University</b>  <b>Baku Azerbaijan</b>  BSc in Transportation</p>	<p><b>Started: 2012</b>  <b>Completed: 2017</b></p>
<p><b>Cats College</b>  <b>Canterbury UK</b>  (BA in Applied Science)</p>	<p><b>Started: 2011</b>  <b>Completed: 2012</b></p>

**Extra Languages**

- Fluency in Russian, Turkish, Azerbaijani, Ukrainian

**Certificates**

- HR Management Certificate, (MPM) Master Project Manager, (LNC)Leadership And Negotiation Certificate

