

# SANJAY KUMAR S

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High-performing, strategic-thinking professional with more than two years' experience in employment & operational services in service sector. Highly skilled at relationship- building with clients and across organizations and teams; exceptional writing, presenting, and interpersonal communication skills. Adept at assessing needs, generating options, and implementing solutions in collaboration with clients and stakeholders. Well-versed in all phases of recruitment and hiring, including defining job roles, assessing needed skills and qualifications, and evaluating candidates. Experienced at managing projects from the requirements gathering/needs identification phase through to completion.

## EXPERIENCE

**SEP 2020 – PRESENT**

**BUSINESS DEVELOPMENT EXECUTIVE & PROJECT MANAGER,** PHENOMENAL SOLUTIONS & TECHNOLOGIES MADURAI

Project: sellr.live

Sellr is a Singapore based eCommerce platform. Phenomenal Tech provided Tech and Client support from Madurai. I was assigned as the Project Manager; I have Coordinated internal resources and the client for the flawless execution of project. I have ensured resource availability and allocation. Developed a detailed project plan to monitor and track progress using Trello and Gantt Chart. Whenever the performance of the team is unsatisfactory, I have reported and escalated to management. Performed risk management to minimize project risks.

**JUN 2018 – SEP 2020**

**PROJECT MANAGER,** CLOVER TECH PRIVATE LIMITED SINGAPORE

Project: miibo.sg

Miibo is a Singapore based Live eCommerce Mobile App and its an in-house project of Clover Tech Private Limited. I have been assigned as the Project Manager and my responsibilities are as follows, Created and maintain comprehensive project documentation, Delegated project tasks based on junior staff members' individual strengths, skill sets and experience levels, tracked project performance, specifically to analyze the successful completion of short and long-term goals. I have Developed comprehensive project plans and shared with my top management as well as the team.

## EDUCATION

**JUNE 2021**

**M.B.A IN BUSINESS ANALYTICS,** ALAGAPPA UNIVERSITY KARAIKUDI

Overall, 75 %

APRIL 2018

**BACHELOR OF INFORMATION TECHNOLOGY, JAMES COOK UNIVERSITY**

SINGAPORE

CGPA – 5.29/7.0

## **SKILLS**

- Developing and Tracking Budgets
- Planning
- Supervision
- Operations
- Staffing
- Performance Management
- Process Improvement
- Verbal Communication

## **TOOLS**

- Trello
- Gantt Pro
- Smart Draw
- Operations
- MS Office
- MS Visio
- Slack
- Verbal Communication

## **IT APPLICATIONS**

- HTML, CSS3
- MySQL
- Agile
- Waterfall
- Python
- Firebase DB
- Scrum
- Visio

## **PERSONAL INFORMATION**

- Date Of Birth: 31/10/1996
- Martial Status: Single