

# Smeet Thakkar

Project Manager, PMP®

Experienced project manager with total 10 years of experience and a PMP certification. Skilled in leading cross-functional teams, managing budgets, and delivering projects on time and within scope. Demonstrated success in driving process improvements and achieving business goals. Adept at utilising project management tools such as Zoho, JIRA, Harvest, Basecamp, Trello and more. Passionate about fostering a collaborative team environment and driving successful project outcomes.



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## WORK EXPERIENCE

### Project Delivery Manager SPINX Digital

06/2020

*Achievements/Tasks*

- Successfully lead a team comprising of 2 software developers and 1 QA to deliver a complex software development project, resulting in over 30% improvement in the project budget health and enhanced customer satisfaction
- Mentored and trained 3 Junior Project Managers resulting in 30% increase in project success rate and 50% reduction in timeline delays

### Project Manager PRDXN

06/2017 - 04/2020

*Achievements/Tasks*

- Supervise timely delivery of projects. Managing cross-functional teams of up to 10-12 software development and quality assurance engineers at once on multiple projects. Successfully led over 20 small to large sized projects including web & application development, data migration/visualisations, UI/UX, product development for almost 3 years now.

### Associate Category Manager Packt Publishing Pvt. Ltd.

11/2016 - 05/2017

*Achievements/Tasks*

- Making long-term strategic roadmap for the specific product segments which involved finding new 8-10 market opportunities every month. At any given point of time, an ACM would need to manage 50-70 products across different phases (Ideation, Development, Delivery).

### Acquisition Editor Packt Publishing Pvt. Ltd

10/2015 - 10/2016

*Achievements/Tasks*

- Responsible for an array of aspects from identifying the right resources for the project, establishing critical budgetary steps to ensure operating sustainability, setting up the team for long-term success through continued stakeholder and customer satisfaction.

## SKILLS

Project Scheduling

Team Management

Vendor Management

Problem Solving

PMP

Project Planning

Quality Management

Stakeholder Management

Communication Management

Risk Management

Quality Management

Time Management

Budget Management

Agile methodology

Proposal Creation

Project Scoping

## HONOR AWARDS

Most Valuable Player (08/2019)

PRDXN

Most Valuable Player (06/2018)

PRDXN

Star of the Team (04/2016)

Packt Publishing Pvt Ltd