

## ATS-friendly project manager resume template

Name: XXX

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Location: Mumbai, India

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### Professional Summary:

Results-driven Project Manager with 8+ years of experience in managing end-to-end projects across IT and business domains. Skilled in Agile and Waterfall methodologies, team leadership, and delivering projects on time and within budget. PMP-certified professional focused on driving efficiency and business growth.

### Key Skills:

- Project Management (Agile, Scrum, Waterfall)
- Team Leadership & Stakeholder Management
- Risk & Change Management
- Budgeting & Resource Planning
- Tools: JIRA, MS Project, Trello, Asana
- Communication & Problem Solving

### Work Experience:

#### Project Manager | ABC Tech Pvt. Ltd. | Mumbai | 2020–Present

- Managed 15+ projects with budgets up to ₹20 Cr, ensuring 95% on-time delivery
- Reduced project costs by 18% through better resource planning
- Led cross-functional teams of 10–15 members across multiple locations
- Implemented Agile practices, improving team productivity by 30%
- Handled stakeholder communication and improved client satisfaction scores

#### Senior Project Coordinator | XYZ Solutions | Mumbai | 2016–2020

- Assisted in planning and execution of multiple IT projects
- Coordinated with teams and stakeholders to track progress
- Improved reporting processes, reducing delays by 20%
- Supported risk identification and issue resolution

### Certifications

- PMP (Project Management Professional) – PMI
- Certified Scrum Master (CSM)

### Education

- Bachelor of Engineering (Mechanical)

- University of Mumbai | 2015

### **Tools & Technologies**

JIRA | MS Project | Trello | Asana | Power BI

### **Additional Information**

- Member – Project Management Institute (PMI)
- Awarded “Best Project Manager” – ABC Tech (2022)