PARESH PATIL

Technical Director / IT Project Manager

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Email : paresh@pareshpatil.com

Personal Summary

An enthusiastic, confident and reliable professional I have vast experience of managing technically complex projects, and possess a forward-thinking approach to the management of clients and assignments. I have a long track record of delivering complex projects with a global reach, and I am able to manage the project delivery team through entire life-cycle, from client enquiry to invoice. Possessing excellent interpersonal skills I am able to elicit cooperation from a wide variety of sources, including senior management, clients and other departments. Right now I am looking for a suitable position with reputable and exciting company.

Employment History

Secundumforo Education Pvt. Ltd., Thane
IT Project Manager –Jul 2019 to May 2021

Responsible for the project management throughout the entire project lifecycle, including project initiation/proposals, project delivery, business liaison / stakeholder management, post implementation review and project closeout/handover.

- Develop a project plan
- Manage deliverables according to the plan
- Recruit project staff
- Lead and manage the project team
- Determine the methodology used on the project
- Establish a project schedule and determine each phase
- Assign tasks to project team members
- Provide regular updates to upper management
- Contributing to overall project objectives
- Completing individual deliverables
- Providing expertise
- Working with users to establish and meet business needs
- Documenting the process
- Make key business decisions for the project
- Approve the project budget
- Ensure availability of resources
- Communicate the project's goals throughout the organization
- Carry ultimate responsibility for the project
- Approve all changes to the project scope

- Provide additional funds for scope changes
- Approve project deliverables
- Assist in defining the project
- Gather requirements from business units or users
- Document technical and business requirements
- View that project deliverables meet the requirements
- Test solutions to validate objectives

TechSpiron Systems Pvt. Ltd, Navi Mumbai

(Previously known UniqueCore Information Technologies Pvt. Ltd.)

Technical Director (IT Project Manager) - Jan 2013 to Present

Responsible for the project management throughout the entire project lifecycle, including project initiation/proposals, project delivery, business liaison / stakeholder management, post implementation review and project close out / handover.

- Provide the sales team with technical advice and support
- Oversee each project's life cycle from conception to completion, with an emphasis on technical soundness and resource efficiency
- Develop and revise statements of work, which should include accurate time and cost estimates
- Analyze user requirements and usability metrics to ensure customer satisfaction
- Apply architectural and functional specifications to each project
- Collaborate with our design team to create accurate and detailed mockups for customer approval
- Meet with clients to refine and evaluate requirements, strategy and content needs
- Enforce coding standards across all departments
- Research and introduce new technologies for all employees and management
- Assist in creating in-house standards
- Oversee web team and strategy with a full understanding of project management processes and tasks.
- Experience in a LAMP (Linux Apache MySQL PHP) based environment and PHP framework preferred.
- Professional work experience in web design and front-end development as required.
- Provide direction to web teams in the areas of design and programming planning, process design, SEO integration and beta testing.

- Build strong, respect-driven relationships with clients and my team;
- Must be able to maintain high quality websites using HTML5, HTML and CSS withouta wysiwyg editor.
- Experience with a variety of open source CMS project platforms and with standardizing deployment practices.
- Experience working in a team environment and managing multiple projects in a fast-paced, deadline-driven environment.
- Determine and deploy deep understanding of user interface design principles, humanfactors, user-centered design processes, interaction design guidelines, and usability methodologies.
- Deploy appropriate architecture, and other technical solutions, and make relevant recommendations to leadership for current and future needs.
- Coordinate and manage project work flow and discuss web projects across departments.
- Maintain a consistent look and feel throughout all web properties.
- Keep current with emerging web technologies through relevant blogs, listservs, andevents.
- Track and report on all site metrics.
- Planning the appropriate system needs of a company.
- Installing the appropriate systems
- Solving problems connected to the network and the systems
- Monitoring and Performing regular backups and restoring information if necessary networkefficiency
- Liaison with the website hosting provider if necessary

- Identifying the needs of the company and assessing whether they are being met by the currentsystem
- Planning, Monitoring and Implementing security measures
- Training other IT staff
- Other duties required & related to IT Department.

S.K. Wheels Pvt. Ltd, Navi Mumbai
Sr. Web Designer - May 2012 to Jan 2013

- Responsible to manage company websites.
- Developed and maintained Company Websites utilizing HTML, Flash and Photoshop.
- Responsible for ensuring that a Web site is easy to navigate and that it addresses theneeds of the client and its customers.
- To monitor, improve, and update the performance of existing Web sites.
- Troubleshooting problems with the Web site

- Perform a variety of technical tasks to make sure that a Web site works properly andcan be accessed quickly by as many people as possible.
- Monitoring traffic on a site
- Promoting Brand/website in organic results of search engines like google, yahoo etc.

Unique Infotech, Navi Mumbai
Webmaster - Dec 2010 to May 2012

- Responsible to manage websites.
- Creating, developing and maintaining web sites for companies and individuals on theWorld Wide Web.
- Responsible for ensuring that a Web site is easy to navigate and that it addresses theneeds of the client and its customers.
- To monitor, improve, and update the performance of existing Web sites.
- Troubleshooting problems with the Web site
- Perform a variety of technical tasks to make sure that a Web site works properly andcan be accessed quickly by as many people as possible.
- Monitoring traffic on a site
- Developed E-Commerce website with use of (OpenCart, ZenCart, OsCommerce etc)
- Team and independent work
- Responsible for client meetings and evaluation
- Performed validation of completed sites including the debugging and testing of code.
- Promoting Brand/website in organic results of search engines like google, yahoo etc.

Softpage Data Conversion Pvt. Ltd., Navi MumbaiWeb
Designer - May 2009 to Nov. 2010.

- Researching and recommending the web design as per the market trend.
- Creating web templates, logos, brochures, business cards.
- Creating flash presentations, newsletters and other marketing collaterals.
- Coordinating with marketing team for the presentation of website and other marketing material.
- Coordinating with content writing team for the content on website.
- Installed shopping carts by use of CGI scripts for business client websites.

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Key Skills and Competencies

- Operating System: Windows and Linux
- Application Tools: MS-Office
- Designing Tools : Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Adobe Dreamweaver, Adobe Flash and Corel Draw
- Project Management Tools : OpenProject, Zoho Project, Bitrix24
- Working with modern web technologies HTML, HTML5, CSS, JavaScript with in a LAMP (Linux, Apache, MySQL, PHP) based environment.
- HTML, CSS, Bootstrap, Web Based Application Installation & Integration
- Works with Wordpress, Joomla, Drupal, Ecommerce (Open Cart, Zen Cart, PrestaShop, OsCommerce)
- Billing and Helpdesk Application : WHMCS, HostBill, Box Billing
- AWS, Digital Ocean, Google Cloud and Local Servers at Work Location.
- Virtual Machines, Dedicated Servers, Installing Dependencies, Git, FTP, SSH, Emails, Domains, Cron Jobs, DNS, Maintaining Databases & Backups
- Promoting Brand/website in organic results of search engines like google, yahoo etc
- Work on Google Analytics, Adsense and Adword
- Email, Ticket and Live Chat Support
- Understanding and appreciate of User Experience Design (UXD)
- Proven ability to manage projects independently and collaboratively to successful completion.
- Lead multiple projects from inception through execution - on time and on budget.
- Solving problems for real businesses, no matter how large.
- A Sense of Humor, Critical Thinking, Communication, Leadership, Team management, Negotiation, Quality Management, Contract Management, Scheduling, Cost Control, Project Recovery,

Personal Skills

- Solution orientated
- Relationship building
- Decision making

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Academic Qualification

Mumbai University   2008 – 2009

English Literature   (BA)

Arena Animation (Aptech)   2010

Professional Certificate in Web Designing

Maharashtra Center for Entrepreneurship Development   2005

Computer Course in Computer Operation

Personal Details

Nationality	:	Indian
Date of Birth	:	15th May 1989
Hobbies & Activities	:	Writing Poem, Blog & Stories, Playing Video Games, Travelling,
Marital Status	:	Married