Suraj Gosavi, *PMP®*

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PROFESSIONAL SUMMARY

PMP-certified Project Coordinator / PMO professional with 5+ years of experience supporting delivery of technology, operations, and internal business projects. Strong background in coordinating schedules, tracking risks and dependencies, preparing stakeholder-ready reports, and supporting Agile and hybrid delivery teams. Known for maintaining delivery discipline, improving visibility through dashboards and trackers, and enabling project managers and teams to execute efficiently across multiple concurrent initiatives.

EDUCATION

Master of Science in Project Management,

Northeastern University | Toronto, ON

September 2023 - March 2025

Bachelor of Engineering,

Savitribai Phule Pune University| Pune, IN

August 2016 - May 2019

SKILLS

- **PMO & Project Coordination -** Schedule tracking, task coordination, dependency tracking, RAID logs, documentation, status reporting
- **Delivery Support (Agile & Hybrid) -** Sprint planning support, backlog updates, daily stand-ups, retrospectives, UAT coordination
- **Communication & Stakeholders -** Cross-team coordination, follow-ups, meeting facilitation, executive-ready reporting
- **Data Reporting & Tools -** Excel (Pivot Tables, Power Query, Lookups), Power BI dashboards, basic Tableau JIRA, Confluence, MS Project, Smartsheet, SharePoint, MS Teams, Slack, Miro

WORK EXPERIENCE

PMO Analyst / Project Coordinator - Technology,

Konscious Kitchen Inc. |Toronto, ON   **June 2025 - Present**

- Coordinated delivery of multiple internal technology and process improvement initiatives in a fast growing operations environment.
- Worked closely with leadership to track priorities, timelines, and dependencies across operational and technology related work.
- Created and maintained simple RAID logs, trackers, and status updates to improve visibility into delivery risks and progress.
- Built Excel and Power BI based dashboards to support operational reporting, capacity tracking, and decision making.
- Supported lightweight Agile / hybrid workflows for internal systems and reporting tasks, including planning, follow-ups, and backlog updates.
- Facilitated and documented cross-functional discussions across Operations, Finance, and Technology, ensuring clarity on ownership and next steps.
- Introduced PMO structure (intake templates, tracking formats, reporting cadence) tailored to a small team environment.

Project Manager – Technology & Business Systems,

SB Zygosis IT |Pune, IN   **November 2020 - August 2023**
- Managed delivery of 5-8 concurrent internal and client-facing projects involving application development, reporting solutions, and process improvements.
- Led cross-functional teams of 12-16 members, including developers, analysts, and business stakeholders.
- Led Agile delivery ceremonies including sprint planning, daily stand-ups, retrospectives, and backlog prioritization.
- Owned project schedules, RAID logs, dependency tracking, and weekly stakeholder status reporting.
- Built and maintained 10+ operational dashboards in Excel and Power BI to track delivery performance, workloads, and risks.
- Independently resolved 40+ project risks and issues, escalating only when required to maintain delivery continuity.
- Standardized intake templates, tracking artifacts, and reporting formats adopted across multiple project teams.
- Facilitated 60+ cross-functional project meetings across Finance, Technology, Risk, and Operations, maintaining strong stakeholder engagement.

Associate Business Analyst,

SB Zygosis IT |Pune, IN   **January 2019 - November 2020**
- Documented requirements and user stories for approximately 15-20 system enhancements and internal tools.
- Supported sprint coordination and backlog updates for teams of 5-8 developers.
- Assisted with UAT cycles, defect tracking, and release readiness activities.
- Maintained functional documentation and traceability artifacts.

Project Coordinator Intern, Unicorn Technos |Pune, IN   **January 2018 - December 2018**
- Supported scheduling and coordination for 3-4 simultaneous projects.
- Maintained meeting notes, trackers, and documentation repositories.
- Assisted senior team members with reporting and follow-ups.

CERTIFICATION

Project Management Professional (PMP)® – Project Management Institute (PMI)
Certification Number: 4056671
Valid: March 2025 – March 2028