

# SURAJ

## IT MANAGER

### CAREER OVERVIEW

Versatile Manager (Certified Scrum Master), with sophisticated self-learned technical skills and a passion for resolving complex problems or business challenges through innovation. Inspired by the power of assembling talented, self-directed teams, and passionately committed to sustaining robust, streamlined systems that respond to business objectives. Perform well under pressure; a productive, positive leader sharing in team successes.

### COMPETENCIES

#### CORE:

- PHP
- HTML
- Javascript
- CSS3
- XHTML
- MySQL
- Microsoft SQL
- Microsoft Access
- Joomla
- Adobe Photoshop
- Drupal
- Magento
- OS Commerce
- Microsoft Windows 98
- Microsoft Windows NT
- Microsoft Windows 2000
- Microsoft Windows XP
- Microsoft Windows Vista
- Linux
- Office Systems
- Adobe Flash
- Fireworks
- C#
- Adobe Dreamweaver
- MS Front Page

### ACADEMIC BACKGROUND

- BACHELORS IN BUSINESS STUDIES, TRIBHUWAN UNIVERSITY

### PERSONAL PROFILE

- Critical thinking ability.
- Strong analytical and problem solving capacity.
- High level written and communication skills.
- Project management skills.
- Ability to work under pressure and to tight deadlines.
- Ability to work with team.

### EXPERIENCES – 15 YEARS

- Implemented direct short-term and long-range planning and support strategic project goals. Establish performance goals, allocate resources and execution to support overall company objectives.
- Managing and mentoring direct reports; provided training, assigned duties, and evaluating performance
- Identifying, delivering, and integrating multiple, complex system solutions; improved processes and procedures enhanced operational proficiency
- Serving as the database administrator (DBA); Worked on MySQL and SQL servers to help the Product Management team ensure that client requirements are achieved.
- Developed and modified stored procedures and supporting objects according to dynamically changing requests.
- Performed analysis on business rules, system process flows, user administrations and other requirements interacting with business users to design and implement appropriate solutions
- Design screen / user interfaces mockups for requirements documents to assist development teams. Involved as an active member of the development team, implementing the business logic as per functional specifications.
- Make necessary decision and provide help whenever needed to boost the quality and the productivity of the development team.
- Assisted the Business team with scheduling and completing customer-specific requests and managing requirements
- Created functional Requirement and design documentation using UML, Use Cases, Sequence diagrams, Class diagrams and Entity Relationship diagrams.
- Led acceptance testing, perform analysis on process and system measurements, Code review and System Integration Testing.
- Worked closely with the different department to validate and review project development as per requirement document.
- Acted as a technical liaison between business team, client & software development team.
- Provided required business and/or technical support for both project and production related activities.
- Performed liaison for the organized iterations planning meetings business / product owner for prioritization of current and future allocated tasks / project.
- Maintain an understanding of the technical architecture and various database applications. Analyze functional

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requirements, data relationships, and attributes, resulting in data flows.

- Participate in evaluation and analysis of customer requests to evaluate client needs and provide solutions to support its core business need.
- Facilitate design sessions between developers, business analysts and testers to construct solutions that meet business needs and project goals.
- Manage staff, prepare work schedules, and assign specific duties.
- Coordinating to manage & conduct training sessions for the department timely and whenever it is necessary to upgrade for the improvement and efficiency.
- Ensure the implementation of project team concept (AGILE) as well as educate team about it.
- Established mobile application development department and provided support for various mobile application projects.

## PROJECTS COMPLETED