

RAJEEV CHANDAK, MBA, PMP®

Manama, Kingdom of Bahrain

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SUMMARY

Accomplished and initiative-taking Projects Management professional / Consultant & Coach, with over 30 years of proven record, successfully delivering strategic goals in ICT / process Automation domain. Client-driven and results oriented with a strong work ethics and desire for success. Strong business and financial acumen with ability to link technology to overall business strategy and company financial goals. Possess strong interpersonal, analytical, problem solving, negotiating, planning, decision making and conflict resolution skills.

Core Competencies

Expertise in bringing together multi-functional teams, to deliver a single package, turnkey project / solution to the client

Languages & Skills

- **Fluent in English, Hindi & Punjabi. Basic Knowledge of French language**
- **Focus on delivery (Timely & High quality)**
- **Attention on details**
- **Proactively challenging the status Quo**
- **Ease of adaptability in different cultures and environments**
- **Organizational skills**
- **Strong people skills**
- **Communications & Relationship building**
- **Contracts review**
- **Negotiating & Influencing**
- **Analytical Thinking & Problem solving**
- **Managing / Maximizing performance**

PROFESSIONAL ACHIEVEMENTS

Yokogawa Middle East & Africa B.S.C.(c)- Kingdom of Bahrain

July 2014 onwards

Projects Management - MEA region

- Managed a portfolio of projects across MEA Region
- Slashed project administration costs 15% by clubbing multiple projects procurement thus enabling better price negotiation while ensuring the timely availability and enhancements of services.
- Improved upon training budget after assuming new project management leadership role, resulting in higher efficiency and a motivated team.
- Cost Saving by implementing projects management methodologies, leading to early completion of projects, optimizing the resource utilization and raising the customer satisfaction level.
- Cultivating an extraordinary level of team loyalty, thus achieving a higher retainer ship
- Provided multi-dimensional visibility to senior management through single dashboard for all projects under the PMO.

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Almoayed Group W.L.L. Kingdom of Bahrain,

2007 - 2014

Head – Projects Management / PMO & Service Delivery

- Directed all phases of projects / programs from inception through completion. Developed, documented, and implemented processes targeting ongoing procedure enhancements. Cultivated and maintained a positive rapport with C-level executives, project teams, and customers. Coached and motivated team members to drive projects to a successful conclusion.
- Functioned as primary customer contact, leading progress review sessions with customers to discuss cost, schedule, and technical performance. Coordinated preparation of work statements and specifications, operating budgets and financial terms/conditions of subcontracts, encompassing Program Management Services, resources management and Procurement / Material Management Programs.

SELECTED ACCOMPLISHMENTS:

Consistently met the documented deadlines & objectives, supporting teams and processes, directly attributing to 15 - 20% cost saving.

- Established Projects Management Office (PMO) practices leading to:**
 - Assessment / analysis & mitigation of project risk
 - Project cost management & Reduction
 - Functional improvement & smooth closure of projects
 - Improving the quality of projects started and completed
- Managed large Multi-Service projects, involving integration Structured Cabling, Data / Voice network, storage / servers, Access Control, CCTV Network and software implementation.**
- Successfully Implemented organization wide Quality Management System to achieve ISO 9001:2008 certification.**
- Established a new Business Unit (BU) in Libya, to provide ICT / integrated solutions, with a vision of spreading business operations in the region.**
- Successfully managed marketing initiative (regional IT Event) consecutively for 3 years.**
- Managed national and international cross functional teams, for delivery of integrated ICT infrastructure projects.**
- Worked strategically and attained beneficial closure of the past troubled projects.**

EARLY CAREER

Telecommunications Consultants India Ltd. New Delhi, India 1993 - 2007

Jt. General Manager / Project Director

- Managed large fiber-optic cable network projects for Power Grid Corporation of India Ltd.
- Managed Network Rehabilitation project for MTNL Delhi
- Managed Communication network maintenance projects for Indian Defense.
- Helped establishing quality system across the functional divisions, resulting in ISO certification for the organization.

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Crompton Greaves Ltd. New Delhi, India

1989 - 1993

Area Manager, Customer Support

- Managed and accelerated Customer satisfaction in the region, which operated as an independent center of excellence.
- Demonstrated excellence in achieving customer delight.

Usha Electronics / HCL Ltd. / Nelco Ltd.

1986 - 1989

Engineer, Customer Support

- In my role as Engineer (Customer Support) during the formative 3 years of my career, worked installing and maintaining high-tech office equipment (Reprographic products, EPABX's etc.) at the customer premises.

Education & Training

- MBA (Corporate Strategy & Economic Policy)** 2005-06
Maastricht School of Management,
Maastricht, The Netherlands
- Master's in international Trade** 1999- 2000
Indian Institute of Foreign Trade
New Delhi, India
- Bachelor of Technology (Elect. & Comm. Engg.)** 1983-86
 - Board of Technical Education
New Delhi, India
 - Institute of Electronics & Telecommunication Engineers
New Delhi, India
- Project Management Professional (PMP)®**
- Lead Auditor - ISO 9000: 1994 & 10011 - 1: 1990**
- Elementary certification in French Language, Alliance Française de Delhi**

Professional Associations / Memberships

- Projects Management Institute (PMI) USA**
- Institute of Directors, New Delhi, India**
- All India Management Association (AIMA), New Delhi, India**
- Institute of Electronics & Telecommunication Engineers, New Delhi, India**
- Managing / Maximizing performance**

References

Available upon request