



# DHRUVISHA SHAH, MIITP

IT Management | Project Management  
Business Analysis | Power Apps

◆ dhruvishao8@gmail.com ◆ [dhruvisha.info](mailto:dhruvisha.info)

◆ +64 021 1879036

 [www.linkedin.com/in/dhruvishashah](https://www.linkedin.com/in/dhruvishashah)

## PROFILE

I am an experienced IT project manager / business analyst seeking a full-time position in the field of business and information technology, where I can apply my knowledge and skills for continuous improvement. I have broad experience in IT management, client engagement, leadership, and developing strategies that drive solutions to success.

## PROFESSIONAL EXPERIENCE

**Business Analyst & Scrum Master**  
Enlighten Designs Ltd  
Hamilton, New Zealand  
Feb 2021 - Present

- Determine operational objectives by studying business functions; gathering information; evaluating output requirements and formats.
- Construct workflow charts and diagrams; studying system capabilities; writing specifications.
- Monitor project progress by tracking activity; resolving problems; publishing progress reports; recommending actions.
- Plan and coordinate the development of primary and secondary market research studies in support of strategic planning and specific marketing initiatives, as required and presents findings of studies to client committees.
- Prioritizing initiatives based on business needs and requirements.
- Monitoring deliverables and ensuring timely completion of projects.

**Business Analyst & Strategic Planner**  
V-Execute Limited  
Hamilton, New Zealand  
Jul 2020 - Jan 2021

- Evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions.
- Leading ongoing reviews of business processes and developing optimization strategies.
- Performing requirements analysis.
- Gathering critical information from meetings with various stakeholders and producing useful reports.
- Prioritizing initiatives based on business needs and requirements.
- Monitoring deliverables and ensuring timely completion of projects.

**Senior Project Manager**  
Agape Connecting People Pte Ltd,  
Singapore  
Dec 2015 - Dec 2019

- Developed requirements, outlines, budgets, and schedules for IT projects.
- Coordinating with cross discipline team members to make sure that all parties are on track with project requirements, deadlines, and schedules.
- Meeting with project team members to identify and resolve issues.
- Establishing effective project communication plans and ensuring their execution.
- Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget.
- Reviewing estimates, assess new opportunities, prepare proposals, flag potential issues and manage multiple vendors.
- Obtaining customer acceptance of project deliverables.
- Conducting post project evaluation and identifying successful and unsuccessful project elements.

**Information Technology Director**  
Fingerskies Infoway Pvt Ltd,  
Ahmedabad, India  
Jul 2014 - Dec 2015

- Determined the company's strategic objectives and policies.
- Monitored progress towards achieving the goals and policies.
- Strategic consulting, including business plans & sales strategy development.
- Utilized in-depth technical knowledge and business requirements to design and implement secure solutions to meet customer needs while protecting the corporation's assets.





## EDUCATION

- Feb 2020 - Nov 2020 **Postgraduate Diploma in Applied Information Technology**  
Waikato Institute of Technology (WINTERC), New Zealand
- Jul 2010 - Apr 2013 **Bachelor in Information Technology**  
Pacific University, India
- Jul 2006 - Apr 2010 **Diploma in Information Technology**  
Nirma University, India



## CERTIFICATION

- Introduction to Cyber Security**  
Cisco Networking Academy  
June 2020 - No Expiry
- Privacy 2.0**  
Office of the Privacy Commissioner, New Zealand  
August 2020 - No Expiry
- MIITP Member Certification**  
IT Professionals, New Zealand  
October 2020 - No Expiry  
Member ID: NZ182692
- Advanced Microsoft Power BI**  
June 2021 - No Expiry
- Agile Foundations**  
Project Management Institution (PMI)  
June 2021 - No Expiry



## ARTICLES

- Importance of Strategy Framework**  
[www.linkedin.com/pulse/importance-strategy-framework-dhruvisha-shah](http://www.linkedin.com/pulse/importance-strategy-framework-dhruvisha-shah)
- SMART Goals**  
[www.linkedin.com/pulse/smart-goals-dhruvisha-shah](http://www.linkedin.com/pulse/smart-goals-dhruvisha-shah)
- Management Basics**  
[www.linkedin.com/pulse/management-basics-dhruvisha-shah](http://www.linkedin.com/pulse/management-basics-dhruvisha-shah)



## EXPERTISE

- Project Management
- Power Apps
- Business Analysis
- People Management
- Risk Management
- Network Security
- Strategic Planning
- Software Integration
- Data Privacy
- Power BI
- Cloud Computing
- Vendor Management
- AGILE (SCRUM)
- Leadership
- PHP Web Development
- ERP / CRM



## VOLUNTEERING

### Technical Advisor

The Refugee Orientation Center Trust  
Apr 2020 - Present

### Book Fair Volunteer

New Zealand Red Cross  
Apr 2020 - Present

### Child Sponsorship

World Vision Singapore  
Aug 2016 - Present



## AWARDS

**Appreciation Award of Service & Dedication**  
Agape Connecting People Pte Ltd  
July 2019



## REFERENCES

### Sasha Drayton

**Human Resource Manager,**  
Enlighten Designs Ltd, New Zealand  
[sasha.drayton@enlighten.co.nz](mailto:sasha.drayton@enlighten.co.nz)

### Nadia Taiaroa

**Growth Lead,**  
Vexecute Limited, New Zealand  
[nadia.taiaroa@vexecute.com](mailto:nadia.taiaroa@vexecute.com)

### Joseph See

**CEO,**  
Agape Connecting People Ltd,  
Singapore  
[joseph@agape-cp.com](mailto:joseph@agape-cp.com)