

Kavin Selvaraj

IT Project Manager, High Wycombe

Kavin@plutotechnologies.co.uk

07900430455

Experienced IT Project Manager with 6+ years of expertise in leading complex, high-impact Projects across various industries. Known for delivering successful digital transformation initiatives, software implementations and process optimisations that drive tangible business outcomes. Skilled in managing end-to-end project lifecycles, from concept through delivery, with a focus on stakeholder alignment, resource management and strategic cost control. Adept at leading cross-functional teams, cultivating strong vendor relationships and implementing best practices for scalability and operational efficiency.

Proven track record of consistently delivering projects on time and within budget while exceeding expectations and fostering innovation. With a strategic mindset and a hands-on technical approach, I have successfully navigated challenges, optimised processes and driven measurable improvements in operational performance.

Core Competencies

Agile Methodologies | Waterfall Methodologies | Project Management Lifecycle | Stakeholder Management | Negotiation & Collaboration | Strategic Planning & Execution | Cost-Reduction & Performance Improvement | Risk Identification & Mitigation | Budget Control | Cross-Functional Collaboration | Decision-Making | Reporting & Documentation | Team Training & Leadership | Transformation & Migration Projects | Process Mapping | Vendor Negotiations | Microsoft 365 Integration | SD-WAN Deployment | GDPR Compliance

Professional Experience

IT Project Manager, ICEF GmbH

JANUARY 2023 – PRESENT

Managing IT project operations from conception to delivery, ensuring alignment with organisational objectives and stakeholder expectations. Leading cross-functional teams of 200+ professionals to deliver high-impact projects and implementing best practices for scalability and operational efficiency.

Collaborating with stakeholders to design, develop and launch solutions while maintaining compliance and optimising costs.

Responsibilities:

- Managing end-to-end IT project lifecycles, ensuring timely delivery and adherence to quality standards.
- Streamlining workflows by integrating tools like Salesforce, Jira and API management solutions, achieving a 20% improvement in operational efficiency.
- Conducting GDPR compliance rollouts and software audits, resulting in annual cost savings of over €40,000+.

- Coordinating cross-departmental efforts to support major project deliverables, enhancing scalability and performance.

Key Projects:

- ICEF Academy, Monitor, ICEF.com and BLT (Brand-Level Training) website launches
- NPS (Net Promoter Score) implementation in the websites and event app
- Salesforce Ticketing System and WhatsApp Business Integration
- Event App development and launch, including testing
- Server migrations (JiffyBox, Rackspace, OVH, including Proctoring System Migration (Pier))
- Privasee Cookie Banner and GDPR compliance implementation
- SEO optimisation with GA4, GTM and Google Ad Manager

Key Achievements:

- Successfully delivered multiple high-impact IT projects under budget and ahead of schedule, improving organisational efficiency.
 - Enhanced operational scalability by 30% through the integration of industry-leading technologies and optimised infrastructure.
 - Achieved €40,000+ in cost savings through strategic software audits, vendor renegotiations and process streamlining.
 - Successfully led complex server migrations, including Proctoring System Migration (Pier), ensuring zero downtime and improved reliability.
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Director, Pluto Technologies Ltd

FEBRUARY 2022 – PRESENT

As the Director of Pluto Technologies Ltd, I am building a consultancy offering external support and internal development services. I am responsible for the end-to-end development of the company website, leveraging no-code solutions where possible. I am also managing a team of interns who assist with SEO, project coordination and other operational tasks. While the website is live, I am still refining certain features and preparing for a future promotional campaign.

Key Responsibilities & Achievements:

- Designed, developed and launched the company website, including content creation, SEO optimisation and testing.
 - Managing interns, guiding them through SEO strategies and project coordination tasks.
 - Actively seeking and exploring business opportunities to support the company's growth and development.
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IT Project Manager, Two Saints

DECEMBER 2021 – 2022

Managed project operations from ideation to final execution, including budget management, on-time delivery and quality parameters. Cultivated lucrative relationships across industry and exceeded stakeholder expectations by seamlessly translating requirements into tangible results. Managed 44 sites from head office and steered end-to-end processes/support after digital transformation and migration with multiple challenges.

Responsibilities:

- Managed digital transformation, SharePoint migration and implementation projects, including Microsoft Teams, SharePoint and SD-WAN connectivity.
- Utilised MS Project, O365, Exchange Admin Centre, Harmonia and Cascade to ensure seamless project management lifecycles.
- Improved team digital literacy on Teams, Exchange Online and SharePoint through targeted training sessions.
- Drafted comprehensive project documentation, including briefs, statements of work, GANTTs, risk registers and quality plans.
- Monitored project timelines and deliverables, addressing issues proactively and reporting updates to IT and performance teams.

Key Achievements:

- Successfully implemented Microsoft 365, SharePoint and SD-WAN across multiple sites, exceeding organisational objectives.
 - Delivered digital transformation projects under budget, achieving significant cost savings while enhancing operational efficiency.
 - Achieved a 100% adoption rate for new digital tools and platforms.
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Project Manager, Ascentz Technologies

JANUARY 2020 – OCTOBER 2021

Managed website development projects end-to-end, ensuring alignment with client objectives and timely delivery. Collaborated with stakeholders to define project goals and deliverables, while addressing escalations and monitoring progress to meet success criteria. Coordinated integration setups and content uploads during implementation, maintained comprehensive documentation and provided technical support post-launch.

Responsibilities:

- Oversaw project lifecycles from planning to completion, ensuring high-quality delivery within set timelines.
- Managed client app store submissions and provided mobile device management support, including troubleshooting and issue resolution.
- Established project objectives, deliverables and schedules in collaboration with stakeholders and development teams.
- Monitored project workflows using Agile and Waterfall methodologies, identifying areas for optimisation.

Key Achievements:

- Successfully led O365 implementation using end-to-end methodologies.
 - Reduced project delivery times by 20% through improved workflows and team coordination.
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Process Executive, Infosys

FEBRUARY 2019 – DECEMBER 2019

Led internal operations in alignment with established company protocols and applicable standards, strategising cost reduction and performance improvement plans, closely monitoring resources and operations whilst preparing status reports for senior leadership and coaching staff on task execution.

Responsibilities:

- Supported process improvements by coordinating operations in alignment with organisational protocols and health and safety standards.
- Monitored and optimised resource utilisation to achieve cost savings and enhance operational performance.
- Prepared detailed status reports for senior leadership, providing insights to inform strategic decisions and team coaching.
- Established collaborative work environments, fostering strong relationships with clients, staff and vendors to streamline workflows and resolve queries effectively.

Key Achievements:

- Improved operational efficiency by 10% through innovative strategies and process improvements.
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Education

MSc Management at Middlesex University

2020 –2021

MSc Cloud & Enterprise Computing at Nottingham Trent University

2016 –2018

BSc Management at Sri Krishna Arts & Science College

2023 –2016

Certification

CMI Level 7 Certificate in Strategic Management and Leadership Practice

APRIL 2022

Technical Proficiencies

Microsoft Suite | Azure | Microsoft Project | Google Suite | Figma | Atlassian Suite | Salesforce | WordPress | Learn Dash | SharePoint | Postman | GA4 | GTM | GCP | Google Ad Manager | Form Assembly | ServiceNow | Databox | Adobe Creative Suite | Meta Suite | Monday.com | Asana | Miro | Notion | Zapier | Docker | GitHub | Canva | Zendesk | Grassblade | Rocketseed | Articulate | Zeplin | SendGrid
