

# Gaurav Choukse

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New Market, AL 35761

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646-867-4620

## PROFILE

Results-driven project management professional with 5+ years of experience leading cross-functional teams, managing complex multi-project portfolios, and delivering on-time, on-budget outcomes. Skilled in scheduling, milestone tracking, budget oversight, and stakeholder communication — directly transferable to construction project coordination and owner's representative roles. Agile Scrum Master certified with a process-improvement mindset and a strong drive to build a career in the homebuilding and construction industry.

## EMPLOYMENT HISTORY

### **Cognizant**

Senior Business Analyst/Project Manager

March 2019 - September 2022

Nashville, TN

- Directed a 10-member cross-functional team across 50+ simultaneous projects, managing schedules, resource allocation, and on-time delivery — directly parallel to multi-trade coordination and construction phase management.
- Developed 15+ detailed project plans with scope definition, level-of-effort estimates, and milestone schedules; proactively identified scope creep and course-corrected before impacting timelines or budgets — skills applicable to construction change order management.; Consulted 10+ clients across 3 industry verticals on process automation and workflow improvements; set and tracked weekly milestone dates to keep all engagements on schedule and within scope.
- Produced 50+ technical workflow documents translating stakeholder requirements into executable task plans — experience applicable to construction RFIs, submittals, and job site documentation.; Analyzed monthly invoicing for billing accuracy using SQL; audited deliverable data against client records — directly transferable to construction cost tracking, pay applications, and lien waiver management.;

### **Teleperformance**

Customer Support Associate

December 2015 - June 2016

- Handled 50+ customer interactions daily for an international logistics firm, resolving complex service issues and achieving 100% customer satisfaction — strong foundation for client-facing construction roles requiring homeowner communication and issue resolution.

- Maintained high service productivity under volume pressure — experience translatable to fast-paced job site environments where clear communication and responsiveness directly impact project success.
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## **SPECIAL SKILLS**

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- Project Scheduling & Milestone Tracking · Budget Planning & Invoice Analysis · Stakeholder & Client Communication Cross-Functional Team Leadership · Risk Identification & Scope Management · Process Documentation & Workflow Analysis Agile / Scrum Project Delivery · Data Analysis & Reporting (SQL, Excel) · Vendor Coordination & Resource Management; Hindi language
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## **EDUCATION & CERTIFICATIONS**

- North Alabama Homebuilding Academy Certificate pending graduation
- Safety 6 Certification
- Master's of Science in Information Technology & Management
- Bachelor of Engineering in Mechanical Engineering
- Scrum Master Certification