

CORE COMPETENCIES • Maintain processes to ensure project management documentation, reports and  
January 2005 Bachelor of Business Administration Business Administration Pune, Maharashtra Modern College  
HSC Pune, Maharashtra S.S.P.M.S College  
SSC Pune, Maharashtra Saints High School  
PMO

Having an exp of 6 years experience in Project Management in IT. Expertise in PMO, Team handling, Quality  
Skill Details

DOCUMENTATION- Experience - 47 months

GOVERNANCE- Experience - 19 months

EXCEL- Experience - 6 months

FORECASTING- Experience - 6 months

MS EXCEL- Experience - 6 months

Company Details

company - Capita India Pvt Ltd  
description - Pune

#### Key Result Areas

Responsible for successful transition of knowledge, system and operating capabilities for Prudential, Multiclient

• Travelled Onsite (Glasgow) and being part with UK team to understand the transition PMO work process

• Successfully transitioned Work order Management, Governance and Reporting from UK.

• Lead a team of 6 members and follow up on the development of new Ways of Working & documentation

• Manage internal and external stakeholder engagement, collaboration of teams, and global PMOs network

company - Saviant Technologies

description - for Multiple Projects

• Established a PMO from scratch and provided seasoned leadership to the technical operations staff

• risk identification, mitigation strategy, issue escalation, client communication, project timeline, and resource

company - Infosys

description - Pune

#### Key Result Areas

Responsible for:- • Resource management, Budgeting, Billing.

• Responsible for preparing and sharing different reports with Delivery Managers, Project Managers, Quality

• Preparing case diagrams & activity diagrams for various scenarios.

• Collate data, study patterns and Conduct brainstorming sessions to identify outliers.

• Review and approve project documentation.

• Assist in identification of risks in the project and setting up of mitigation plan of the risk by reviewing dashboards

• Customer feedback information and analysis.

• Reviews and validate the inputs from Project Managers regarding Dashboards and PPT's • Supporting

company - Capita India Pvt Ltd

description - Pune

#### Key Result Areas

Audits • Reviews and validate the inputs from Managers regarding Dashboards and PPT's • Auditing

• Assisting reporting manager in business transformation leadership skills with proven ability to influence

• Helping line managers to solve specific audit problems, either on a one-to-one basis or in groups.

Reporting • Preparing weekly / monthly / quarterly / yearly MIS -Variance report, Performance report, Fee