CORE COMPETENCIES â■¢ Maintain processes to ensure project management documentation, reports an
January 2005 Bachelor of Business Administration Business Administration Pune, Maharashtra Modern Coll
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, Qualit
Skill Details
DOCUMENTATION- Exprience - 47 months
GOVERNANCE- Exprience - 19 months
EXCEL- Exprience - 6 months
FORECASTING- Exprience - 6 months
MS EXCEL- Exprience - 6 monthsCompany Details
company - Capita India Pvt ltd
description - Pune

Key Result Areas
Responsible for successful transition of knowledge, system and operating capabilities for Prudential, Multicli
â■¢ Travelled Onsite (Glasgow) and being part with UK team to understand the transition PMO work proces
â■¢ Successfully transitioned Work order Management, Governance and Reporting from UK.
â■¢ Lead a team of 6 members and follow up on the development of new Ways of Working & documentatio
â■¢ Manage internal and external stakeholder engagement, collaboration of teams, and global PMOs netwo
company - Saviant Technologies
description - for Multiple Projects
â■¢ Established a PMO from scratch and provided seasoned leadership to the technical operations staff â■
â■¢ risk identification, mitigation strategy, issue escalation, client communication, project timeline, and resou
company - Infosys
description - Pune

Key Result Areas
Responsible for:- â■¢ Resource management, Budgeting, Billing.
â■¢ Responsible for preparing and sharing different reports with Delivery Managers, Project Managers, Qua
â■¢ Preparing case diagrams & activity diagrams for various scenarios.
â■¢ Collate data, study patterns and Conduct brainstorming sessions to identify outliers.
â■¢ Review and approve project documentation.
â■¢ Assist in identification of risks in the project and setting up of mitigation plan of the risk by reviewing das
â■¢ Customer feedback information and analysis.
â■¢ Reviews and validate the inputs from Project Mangers regarding Dashboards and PPT's â■¢ Supportin
company - Capita India Pvt ltd
description - Pune

Key Result Areas
Audits â■¢ Reviews and validate the inputs from Managers regarding Dashboards and PPT's â■¢ Auditing
â■¢ Assisting reporting manager in business transformation leadership skills with proven ability to influence
â■¢ Helping line managers to solve specific audit problems, either on a one-to-one basis or in groups.

Reporting â■¢ Preparing weekly / monthly / quarterly / yearly MIS -Variance report, Performance report, Fee