

Mrs. Gudi Madhu Latha



Phone: +91 9916714242

Address: No:403, Innovative Saanvi elite, Pragathi Nagar, Hosa Road, Bangalore, Karnataka-560100

Email: bharathimom@gmail.com

PROFESSIONAL SUMMARY:

- Currently employed with Indegene Limited Bangalore as a Senior Project Associate.
- **8+ years of project management experience** and 3+ years of research and development experience including managing quantitative and qualitative projects according to project scope, coordinating with multifunctional teams for timely delivery, and mitigating risks through proper planning.

CORE COMPETENCIES:

- **Customer relationship management**
- **PMO Process**
- **Team player and good interpersonal skills**
- **Ability to multi-task and independently handle cross-functional projects with multiple stakeholders**
- **Resource management and stakeholder management** to ensure projects are delivered on time and within budget
- Listening and responding skills
- Risk Management & Compliance
- Budgeting & Cost Control/Estimations
- **Hands on experience in MS-Office, Microsoft Project (Desktop and online version)**
- **Good conflict management and prioritization skills**

EXPERIENCE:

Indegene Limited, Bangalore

October 2022 – Present

Senior Project Associate– Project Management

- Providing Management Reports for
 - **Overall progress and health of projects.**
 - Status of milestones and deliverables across the portfolio.
 - **Financial information** about the budget, forecast, actuals, margins, etc.
 - Project risks and progress on mitigating these risks.
 - Operational efficiency and project performance.
 - Effective management and utilization of enterprise resources.
- Establishing a project governance framework to have a structured approach to govern all the client projects to ensure
 - The projects are prioritized and aligned per client expectations.
 - The projects are staying within the planned time and budget.
 - **Allocated resources are utilized in the most efficient manner.**
 - Ongoing risk assessment and mitigation across all projects.
- Design and track various projects performance KPIs.
- Planning and Scheduling Resources Efficiently, track & monitor productivity.
- Creating visibility of resource capacity, competency, and availability for all stakeholders.
- Enabling team efficiency by facilitating knowledge transfers between departmental project teams. Make project plans, reviews, templates, and documentation widely available to team members.

- **Maximizing Strategic & Billable Resource Utilization.**
- Creation and maintenance of project plan in internal project management tool throughout the life cycle of a project and ensure process compliance across the team.
- **Development of SOWs** based on client scope and requirements.
- **Maintenance of utilization trackers for FTE** projects and preparation of utilization data at the end of the month/cycle as per client requirements.
- Responsible for maintenance and approval of project related documents – process flow documents, issue, and risk management resolution. Ensures the team maintains compliance to quality, confidentiality, and security of all project related documents
- **Initiate invoices** based on monthly/milestone completion as per client approval and instructions.
- Develop communication plans, presentations and reports and ensure that projects satisfy all required policy and audit requirements.
- **Liaise with internal auditors** to follow and ensure execution of corrective action and compliance to internal and client process and specifications.

Syngene International Limited, Bangalore

September 2015 – September 2022

Junior Manager – Project Management

- Oversee end-to-end discovery FFS and FTE collaborations with 100+ FTEs, including resource management, compound management, shipment documentation and tracking, and so on.
- **Client Management:** Single point of communication with the client for non-technical activities such as weekly or bi-weekly updates, MOM, action item follow-up, organizing the client visits, and agenda
- Improved **operational efficiency** by using project specific KPIs, data analysis, and productivity measures.
- Managing customer expectations by ensuring the greatest level of service are provided.
- Understand project scope, goals, objectives, and final delivery of the projects – End to End Project Management.
- **Maintain Project documentation** – Project charter, Project plans, stakeholder register, resource tracker, communication matrix, RACI matrix, Meeting notes, Lesson learned
- Project tracking in **Microsoft office, MSP, and SAP.**
- **Overall coordination with various teams/departments/clients/vendors to execute the project smoothly.**
- **Guide and teach project coordinators/new hires** on all systems/processes to work efficiently and effectively to meet project deadlines.
- Monthly FTE utilization and projections.
- Work with the finance team on invoice creation and processing for project close and analyze and process milestone activity costs.
- Track shipment logistics across projects and alert stakeholders.
- **Procurement Management:** Mapping procurement and coordinating the cycle time for chemical procurement and updating the visibility and follow-up.

Syngene International Limited, Bangalore

June 2014- August 2015

Senior Research Associate- Research & Development:

- Designing, developing synthetic routes, and executing the multistep synthesis, purification, and characterization.

- Troubleshooting synthetic problems encountered during multistep synthetic sequences, Designing alternative synthetic strategies as necessary.
- Purification and isolation of organic compounds by chromatography methods.

Bio-control research laboratories, Bangalore

May 2011 –Dec 2013

Technical Officer- Research & Development:

- Synthesis and standardization of pheromone ingredients for different insect pests troubleshooting.
- Purification and isolation of organic compounds by chromatography methods.

AWARDS & RECOGNITION:

- Awarded for “outstanding performance” by the client during their on-site visit at Syngene
- Awarded on town hall for “adding value to the collaboration by support activities” at Syngene
- Awarded the client's "Innovative Performer Award" for the high quality of service and delivery at Syngene
- Awarded with ‘Hitting the Mark’ for demonstrating excellent project management skills at Indegene

EDUCATION:

VIT University, Vellore, TN

M.Sc. Organic Chemistry

8.74 CGPA (2008-2010)

Dr.A.E.R. Degree College, S.V. University, Tirupathi, AP

B.Sc. (Biochemistry, Microbiology and Chemistry),

84% (2005-2008)

PERSONAL INFORMATION

Date of Birth: 01st June 1987

Nationality: Indian

Gender: Female Marital

status: Married

Languages known: English and Telugu

DECLARATION

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Place: Bangalore

Gudi Madhu Latha