



# AKSHAY GAVALE

## Project Management Officer

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DOB - 13-Feb-1992

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Wagholi, Pune, Maharashtra

### SUMMARY

I have more than 7 years of total experience, including more than 6 years in project management as an experienced PMO analyst.

- I'm passionate about working together with Sr. Leadership, Managers, Developers, and Users to produce requirements and specifications that accurately reflect business needs and are technologically achievable.

- Spearheaded with Portfolio, Program, Project, Forecasting, Budgeting, Timesheets & Resource Management of CA Clarity PPM and Project Management Activities.

### COMPETENCIES:

- Portfolio Management
- Program Management
- Project Management
- Resource Management
- Financial Management
- Timesheet Management
- Risk & Issues Management
- Report Writing

### SKILLS:

Microsoft Power BI • SharePoint •  
Advanced Microsoft Excel • VBA Macros •  
Power Automate • Microsoft Flow •  
Microsoft Office.

### Project Management Tools:

CA Clarity PPM • MS Project • Jira •  
Confluence.

### PROFESSIONAL EXPERIENCE

#### Industry Consulting Consultant

10/2022 - Present

#### NTT DATA

Remote - Bangalore

##### Banking - Information Technology

- Support portfolio of projects with key PMO activities.
- Work closely with project managers to monitor existing projects, ensuring timely execution and completion of key governance activities.
- Track programs RAID, Plans, Milestones, Resource Allocations, Requirements and Financials, Budgets.
- Manage end to end resource requisitions including raising resource requisitions, managing on-boarding and off-boarding activities.
- Plan and implement project management strategies, based on defined templates and tool sets.
- Ensure compliance with Bank's Project control framework (Initiation Entry, Project Control Checking and Closure of projects).
- Support with monthly cost plans for project portfolios and bring together whole programs summaries and financial positions which include details from all portfolio cost plans.
- Prepare and maintain forecasting estimates for all programs within the portfolio against the approved budget.
- Managed, maintain, and update resource allocations across the portfolio using Clarity PPM.
- Gather and analyze project data to identify any gaps and resolve any time-related or budgetary issues.
- Support other Projects, tasks as directed by PM/Programme Managers.
- Prepared weekly, monthly and ad hoc reports for senior management using MS Excel and Power BI with excellent analytical & interpretive skills.

#### Operations Consultant

10/2019 - 10/2022

#### Allscripts

Pune

##### Healthcare - Information Technology

- Creating and managing projects on the CA Clarity PPM application.
- Manage end to end resource requisitions including raising resource requisitions, managing on-boarding and off-boarding activities.
- Identify project scopes, constraints, risks, and deadlines.
- Supported project managers in managing schedules and milestones.
- Support internal resources on issues related to Clarity PPM applications on email requests and Service Now requests.
- Accountable for tickets as the primary owner and to take care of SLA of the pending tickets.
- Managed updates for pending assigned tickets with detailed information and handled weekly status call meetings with Sr. leadership.
- Requirement gathering for any new report requests and developing the same.
- Participation in UAT testing for Clarity application upgrades and enhancements request.
- Worked with senior project managers to assist with day-to-day functional activities.
- Provided 2nd and 3rd level technical support and troubleshooting to internal and external users for CA Clarity PPM Application.
- Reviewing the Contracts and Projects assignments.
- Collaborated with clients to target issues and uncover methods that would increase operational efficiency.
- Implemented processes and procedures to improve overall efficiency in operations.
- Reported regularly to managers on project budget, forecasting, progress, and technical problems.
- Adapted quickly to changing project priorities and job specifications with analytical thinking and task prioritization skills.
- Identified and analyzed project risks and developed mitigation strategies.

## STRENGTHS

### Exceptional Organizational Skills.

- Demonstrated ability to meticulously plan project timelines, allocate resources efficiently, and manage project budgets effectively.
- Automate Excel reports with VBA Macro to reduce manual effort, save time, improve work quality and reduce human error.

## TRAINING / COURSES

### Project Management Foundations.

LinkedIn

## PROFESSIONAL EXPERIENCE

### Senior Project Coordinator

09/2017 - 08/2019

#### 3Gen Consulting Services

Pune

##### Healthcare - Information Technology

- Maintain project schedules by managing timelines and making proactive adjustments.
- Daily pulling and formatting of data from client servers.
- Provide end to end backup and support for coding audits.
- Receiving and downloading data from different sources and cleaning and formatting data used by EXCEL.
- Established a project management governance structure that includes key performance indicators and sets milestones for the project team.
- Developed Project status report and Management report which depends on Project progress and status report.
- Published progress reports and updated senior leadership and stakeholders on overall project development.
- Organized meetings and gathered support materials.

### MIS Executive

12/2016 - 09/2017

#### NetConnectGlobal

Pune

##### IBM - Information Technology

- Planned and led the administration of a management information system for achieving threshold-level performance.
- Receiving and downloading data from different sources and cleaning and formatting data used by MS Excel.
- Produced tables, pivot reports and charts for use in key decision-making processes.
- Generated reports each month covering productivity data.
- Removing duplicate numbers from Data through Excel.
- Handling multiple reports, working with formulas, pivot tables & pivot charts, and various other Excel components for accurate data.
- Extracting reports from CRM agent productivity report and daily basis by sharing MIS with the seniors.
- Keep the Operation & Finance manager informed of task accomplishment, issues, and status.
- Maintained MIS security and performance levels, dictating organizational policies to maintain threat protection effectiveness.

### Customer Service Associate

05/2016 - 12/2016

#### Riddhi Corporate Services Pvt Ltd

Pune

##### Telecom - Information Technology

- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.
- Provided primary customer support to internal and external customers.
- Updated account information to maintain customer records.
- Handled many inbound and outbound calls to customers and clients.
- Identify the needs of customers, resolve issues, and provide solutions.
- Maintain records of conversations with the customer and analyze the data.
- Write and submit timely reports on performance, targets, and customer queries.
- Collected and analyzed customer information to prepare product and service reports.

## EDUCATION

### Master of Business Administration in Information Technology

2016 - 2018

#### University of Pune

GPA | 8.48 / 10

### Bachelor of Computer Applications with 7.32 CGPA

2013 - 2016

#### North Maharashtra University

GPA | 7.32 / 10