

MR. RAKSHIT D. VYAS

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CAREER OBJECTIVE

- A dynamic professional with rich & extensive experience in the field of management (project, people, finance & strategic).
- Ensure my fullest capacity to perform any task given to me by utilizing my ability and experience and contributing towards organization's growth and development through self development.

PROFESSIONAL EXPERIENCE

Summary:

- My total work experience is **6.11 Years**, in which I have worked for 6 years as "Project coordinator/PMO" and
- Currently working as a "Manager - Operations, PMO" (2+ years).
- I have worked as a Project Co-Coordinator (3.5+ Years) for client side US based projects (30+ SDLC projects) & also have experience in managing the internal projects for IGATE.

Achievements:

- During the tenure of 6+ years in professional life, I have been awarded with many certificates for reducing the cost, efforts and time in performing many processes/activities through an automation (created in excel) of processes using kizen techniques.
- My focused, co-ordination & tracking capabilities are complemented by sound communication and user interaction abilities which have been appreciated by onsite & senior leadership.

1. Prazal solutions Pvt. LTD (From 17th February, 2015 till date)

Designation: Manager - Operations, PMO (Team Size - 10+ people) (Non technical)

Job Profile: Project Management Office (PMO), Operations & Work Force Management

Responsible for:

- Estimation, tracking, budgeting & forecasting of the projects
- Leading Dot Net, HTML & Testing Team
- Review the requirement gathered & questionnaires prepaid by analyst on the basis of client requirement
- Quality check of the work done by testing team (End to End testing work - Compatibility, functionality, usability, reliability, security, installation and related test methodologies & Functional Testing of User Portals)
- Run day to day project related reports
- Resource assignment in projects

- Follow-up with client for purchase order on a timely basis
- Furnish required documents & reports to respective internal & external stakeholders
- Reduce the cost, efforts and time in performing many processes/activities through an automation
- Responsible for defining, recommending and delivering Business Intelligence strategies and roadmaps.
- Recommending solutions for creating more revenue and reducing costs
- Finding the root cause of a problem and then ensuring that it is resolved through the most appropriate solutions
- Prioritizing tasks in accordance with corporate goals
- Converting data into business intelligence
- Providing data and analysis in support of the company's initiatives and projects
- Building strong working relationships with cross functional teams.

2. IGATE Global Solutions Ltd (From 28th April, 2011 to 4th December 2014)

Designation: Senior Associate/Executive – Operations, PMO (Non technical)

Job Profile: Project Management Office (PMO), Operations & Work Force Management

Responsible for:

Here I had served 1200+ populations @ IGATE. Where I Coordinated and interacted with 100+ people from higher management (VP, AVP, Director, BRMs, DMs, Offshore& onsite PMs/TLs) on a regular basis.

Duties & Responsibilities:

➤ Contracts (SOW/PCR)

Executes “end to end process” for 200+ contracts, amounting \$ 4crore (approx) per year. Co-ordinates with 40+ IGATE Project managers on large account level and help them in smooth management of their contracts throughout the year.

Major responsibilities:

- ✚ Assist IGATE managers in preparing contracts & does thorough review of contracts.
- ✚ Coordinate with the clients on regular intervals for getting the POs on time & to ensure that business don't have the “No PO” scenario.
- ✚ Coordinate with Clients - senior Leadership on a timely basis to get the CIO & VMO signoff to complete the contract process cycle.
- ✚ Share the current status of all the active contracts with the concerned stake holders (internal & external) on a weekly basis.

Other important linked/related tasks:

- ✚ Bi weekly VMO ppt: This is very important platform to share the list of those contracts with the VMO team, where contract start date has already passed but IGATE have not received the PO yet.
- ✚ SOW monthly tracker: Share the YTD list of all the contracts with VMO on a monthly basis.
- ✚ Renewal tracker: During the year end, track the renewal contracts (end to end process). Share weekly reports with VMO team till the completion of entire cycle of renewals.
- ✚ Tier – 1 & 2 savings: Track Tier – 1 & 2 savings and share with the higher management.
- ✚ Service credit: Maintaining a credit or discount data, which are given on particular PO based on the term period of payment. Share the same details with the VMO team on regular basis.

➤ **Pre-invoice:**

This is very important & crucial client defined monthly billing process. Here we enter the invoice data in to client system for all the “Program” based engagements.

Major responsibilities:

- ✚ Provide the invoice data (program based contracts) to onsite PM & ask for the required details (ITG #, total amount invoiced against the PO) to be entered in to the client system.
- ✚ Enter data in to client system, which goes for GE PM approval.
- ✚ In case of any changes (addition/deletion) to be done in the invoice entries from backend, need to touch base with pre-invoice team.
- ✚ Schedule a meeting with pre-invoice team on weekly/monthly basis to discuss the invoice related details such as, Total line items entered, total amount pre-invoiced, partial entries done, reasons for cancelling any entry & also need to provide details of pending POs for which will do pre-invoice entry in future.

➤ **eMeasure:**

This is also an important task from billing prospective. Here we follow up with approx 70 IGATE managers for around # 90+ projects for billing data.

Major responsibilities:

- ✚ Follow up with the IGATE PMs for triggering the milestone in Ichange and get the data filled in to the eMeasure site (IGATE internal site)
- ✚ Share the data with suggestion team. Suggestion team will be upload the data on EGDC Tool set (Client site)

➤ **SSO SPOC at account level:**

Major responsibilities:

- ✚ Being SSO SPOC, ensures that all the resource movements (BGC, On/Off boarding & allocation/De-allocation) at account level are done as per the defined rules & regulations.
- ✚ Educate the IGATE projects manager on this process in case they have any question/concern.
- ✚ Ensure that IGATE remains compliant all the time. In case of any non-compliant case, ask for the RCA and take the necessary steps to make it compliant.
- ✚ Helps IGATE managers through admin access to PS module.

Linked/related tasks:

- ✚ CNS Metrics
- ✚ Attrition/Churn detail

➤ **VI Champion or Innovation SPOC for PMO:**

- ✚ Motivates team members for new innovative ideas
- ✚ Educates or guide them about the end to end process of innovation
- ✚ Ensures that the team meets the target of “ One idea per person”
- ✚ Keeping a track of all the ideas of team that they have planned, initiated or completed.

➤ **Efforts Reconciliation:**

This is a reconciliation of "Planned v/s actual efforts" in a particular month. This is required for monthly billing of SDLC projects.

➤ **eSLA report:**

eSLA is the report pertaining to the service levels that are present in client contract and tells us on a monthly basis if we are within the defined service levels and if we have met them or not.

➤ **Regulars tasks:**

- ✚ SDLC projects tracking (Estimation, kickoff, phase wised project tracking, Invoicing)
- ✚ CWD tracker
- ✚ Loaned Software tracking
- ✚ Controls & Evidences
- ✚ Client letter signoff
- ✚ Any unplanned/adhoc task
- ✚ Holiday notification to clients
- ✚ Ops review

3. Quattro FPO Business Solutions (From 9th August,2010 to 25th April,2011)

Quattro FPO Business Solutions is an US based company and the market leader in providing cost-effective finance and accounting solutions across many industries.

Designation: Operation Associate/executive in automobile division – Accountant

Job Profile: General Ledger - Preparation of monthly financial report (end to end) for US automobile stores

- + Reconciliation of AR & AP entries & doing adjustments for the collection,
- + Preparation of BRS on a Monthly basis,
- + Preparation of Debit/Credit Note to Customer as well as Vendor,
- + Extract of Ledgers as required for Statutory Audit & Internal Audit,
- + Petty cash handling & accounting the Petty cash voucher,
- + Passing Bills, maintenance & making payment,
- + Preparing P & L account, balance sheet & tax report.

Internship

1. Worked with an Insurance/ Tax consultant. (6 months)
2. Have done many promotion activities as an event executive.

Academic Details

Qualification	Institute	Year of Passing	Percentage
B.B.I (Banking & Insurance)	K.P.B. HINDUJA COLLEGE OF COMMERCE (MUMBAI UNIVERSITY)	VI- Semester (May,2010)	75%
		V-Semester (Nov,2009)	74%
		IV-Semester (March, 2009)	69%
		III- Semester (Oct, 2008)	79%
		II - Semester (March, 2008)	75%
		I - Semester (Oct, 2007)	73%
H.S.C	SHRI CHINAI COLLEGE OF COMMERCE (MAHARASHTRA BORAD)	March, 2007	74%
S.S.C	SARASWATI VIDHYA MANDIR (MAHARASHTRA BORAD)	March, 2005	74%

PERSONAL INFORMATION

Date of Birth : 29th October, 1989

Nationality : Indian

Gendre : Male

Language : Hindi, Gujrati, Marathi and English

Address : A/004, Khushal Apartment,
Virat nagar, P.P marg
Virar (west)
Pin code: 401 303

EXTRA-CURRICULAR ACTIVITIES

1. Knowledge in Computers:

Proficient knowledge of Management tools, MS Office, Tally & Internet.

2. Areas of Interest & Hobbies:

Learn new technologies, interacting with the people from different fields, listening music, reading & outing.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I am solely responsible for its accuracy. I further affirm that, I will take utmost care of submitting the relevant certificates or documents in support of above information at any point of time.

(MR. RAKSHIT VYAS)