

## Sridharan Sivasubramanian

**PMP®, Six Sigma Black Belt, Microsoft Excel VBA, Report Automation Specialist**

*Project Document Control and Project Management Manager with 10+Years of Work Experience*

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### Profile Summary:

Full time Project Manager with PMP and Six Sigma Black Belt certifications with 10+years of work experience. Undertook and established Project Process across various geographical locations including India, Germany, Korea, Middle East, Italy, Singapore and Australia. In-depth understanding of Project Management domain with the focus on delivering business Solutions. Persuasive communicator with exceptional relationship management skills, with the ability to relate to people at any level of business and management.

### Core Competencies:

- Advanced Excel skills with the ability to automate process using VBA Programming
- Excel Dashboard Report (Power Query and Power Pivot)
- Ability to manage multiple resources and collectively achieve results for organization
- Ability to handle Projects from initiation till closing Phase
- Managing Projects through Project Management Methodologies (PMBOK)
- Lean Six Sigma Principles and Methodologies
- Having ability to handle projects

### Career Highlights:

- Nov'12 to Till Date : R. STAHL (P) LTD., joined as a "Senior Executive" and currently designated as Deputy Manager – Project Documentation
- Oct '09 to Oct'12 : Control Component India Pvt. Ltd., Chennai , Designated as Document Specialist
- Nov '08 to Sep'09 : Tata Consultancy Services, Chennai , Designated as Senior Process Associate
- Sep '06 to Nov '08 : Wipro BPO Ltd. , Chennai , Designated as Senior Associate

### Key Responsibility Areas:

- Accountable, responsible for end to end process of any documentation projects right from Kick of Meeting phase to full and final settlement from customer.
- Identify and Automate routine tasks using Visual Basic for Applications (VBA)
- Preparing "Vendor Deliverable List" and Monitor overall progress against the defined plan. Track and resolve issues, initiate corrective actions as appropriate to manage delays.
- Establish and manage relationship with client's business personnel and project stakeholders
- Manage expectations with documents requested across key internal and external stakeholders of the project.
- Process, distribute, and maintain controlled documentation using a document control system
- Process documents for revision and approval. Monitor the distribution and reconciliation of process or reference documents

## Key Responsibility Areas:

- Train staff on document control processes and procedures.
- Establish pricing calculation for the documentation portion of the order to Sales team
- Responsible for the compilation and delivery of “Vendor Registration” (VR) requests and during my tenure within the company processed the Pre-Qualification documents and arranged for client audit from companies like PDO, KOC, KNPC, EIL, etc.
- Responsible for Weekly follow-ups of live projects with clients and internal teams for suitable completion of project within the defined timeline
- Establish Monthly Dashboard Report displaying progress on “Key Results Areas”.

**From Nov '12 to Till Date**



| Period            | Role              | Customer   | Location      | Role Description  |
|-------------------|-------------------|--|---------------|---|
| Nov'12 to Mar '13 | Senior Executive  | STAHL DELS (Germany) Projects  | STAHL Chennai | Manage the timelines and deliverables for Customer documentation both internally and externally.<br>Collaboratively work with PM organization and internal departments and comply with the Document Submission schedule   |
| Apr' 13 - May'14  | Senior Executive  | STAHL DELS (Germany) & INRS (India) Projects   | STAHL Chennai | Expand the current footprint of Document management in terms of locations catered and number of projects managed<br>Automate and improve the process flow and report module in Document Management system   |
| Jun' 14 - Mar'16  | Assistant Manager | STAHL DELS (Germany), INRS (India), KRRS (Korea) Projects                                  | STAHL Chennai | Manage the work distribution and load balance and drive deployment of the business excellence program leading to fully integrated value streams<br>Manage timeline, task, resource, cost, milestone, and technical challenges   |
| Apr 16- Till Date | Deputy Manager    | DELS (Germany), INRS (India), SGRS (Singapore), ITRS (Italy) & AERS (Middle East) Projects | STAHL Chennai | Train new users and facilitate the organization embrace the system.<br>Work through people to understand the process and able to cut new windows to establish and manage systems for “right first time”<br>Extend the services to others subsidiary locations for managing projects |

**From Oct '09 to Oct' 12**



| Period           | Role                       | Customer                      | Location      | Role Description  |
|------------------|----------------------------|-------------------------------|---------------|---|
| Oct' 09 - Feb'11 | Document Specialist        | IMI Fluid Kinetics            | CCI Chennai   | Document Controller responsible for ensuring consistency and accuracy for each document according to set style guidelines and client requirements. Responsible for turnover of all documents to construction site as per approved "Vendor Document List". |
| Mar'11 - Dec'11  | Senior Document Specialist | IMI CCI-RSM Operation Manuals | CCI Chennai   | Responsibility for the submission and maintenance of various documents including Operation and Maintenance Manual, Functional Specifications and Manufacturer Record Book (QA Dossier).   |
| Jan' 12 - Mar'12 | Senior Document Specialist | IMI CCI-India Projects        | CCI Bangalore | Responsible for the customer deliverable list. Starting from submission, tracking and follow-ups with both clients and internal teams for timely completion of documentation requirements.  |
| Apr' 12 - Oct'12 | Senior Document Specialist | IMI CCI-RSM                   | CCI Bangalore | Hands-on experience of using IFS Document Management System and Salesforce.com for tracking the documentation requirements of clients   |

**From Nov'08 to Sep' 09:**



| Period            | Role                     | Customer                                 | Location    | Role Description  |
|-------------------|--------------------------|--|-------------|---|
| Nov' 08 - Feb '09 | Senior Process Associate | The Nielsen Company – IC and WEB IC team | TCS Chennai | Based out of Market Research Domain, the primary responsibility is to maintain a track of new product releases in customer web applications (IC and WEB IC) |
| Mar' 09 - Sep '09 | Senior Process Associate | The Nielsen Company – Loading Team       | TCS Chennai | Upload worked upon records into client system and notify them through report  |

From Sep '06 to Nov' 08:



| Period             | Role             | Customer                    | Location      | Role Description  |
|--------------------|------------------|-----------------------------|---------------|---|
| Sep '06 to Aug' 07 | Senior Associate | Level(3) – Cleansing        | Wipro Chennai | Cleansing the database by correlating the correct circuits together in Level3 systems.                                |
| Sep '07 to Dec' 07 | Senior Associate | Level(3) – LTID Creation    | Wipro Chennai | Creating required data by using Level3 legacy tools (LTID & AMT) and relating them with the available info            |
| Jan '08 to May' 08 | Senior Associate | Level(3) – Disconnect Team  | Wipro Chennai | Disconnecting circuits from Level3 Legacy systems as per customer request and presenting a detailed report to clients |
| Jun '08 to Nov '08 | Senior Associate | Level(3) – Order Quote Team | Wipro Chennai | Order quote conversion from Level (3) acquired companies like Progress Telecom and Looking Glass into Siebel 7.8.     |

**Tools Used:**

- Microsoft Excel 2013
- Microsoft VBA Programming
- Minitab 17
- Adobe Acrobat Professional
- SharePoint Services
- Adobe 3<sup>rd</sup> Party Plugins (EverMap)

**Professional Credentials:**

- Project Management Professional, PMP® (PMI Certified, PMP No. - 1623202)
- Six Sigma Green Belt (Exemplar Global Certified, Cert No. G201610463)
- Six Sigma Black Belt (Exemplar Global Certified, Cert No. B201610129)
- Report Automation Specialist in Microsoft Excel VBA (offered by Excelgoodies )

**Academic Credentials:**

- **M.Sc. Information Technology** (Distance Education) from **University of Madras**, Chennai with 75.2% in 2010.
- **B.Sc. Mathematics** from **University of Madras**, Chennai with 64.6% in 2005.

**Personal Information:**

- Date of Birth : June 19, 1985
- Languages Known : Tamil and English
- Passport : R0274034 Valid till 25/05/2027
- Current Address:  
F2, Jeevan Anurag Apartments, No. 5/9, Judge Colony 2nd Street, Tambaram Sanatorium, Chennai - 600 047.

**DECLARATION**

I hereby declare that all the above details are true and correct to the best of my knowledge.

**Sridharan B S**