



**Jitendra Kanchani**

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Associate Manager seeking roles in Project Management, Program Management, Portfolio Management, Risk Management, Key Account Management, Financial Management, Delivery Management, Resource Management, Data Analysis, Budgeting, Forecasting, SQL, VBA, PMO

Current Designation: Associate Manager PMO, PMO

Total Experience: 13 Year(s) 0 Month(s)

Current Company: InfoStretch

Notice Period: 2 Months

Current Location: Pune

Highest Degree: B.Com [Commerce]

Pref. Location: Pune, Bengaluru / Bangalore, Hyderabad

Functional Area: IT Software - Application Programming / Maintenance

Role: Project Mgr-IT/Software

Industry: IT-Software/Software Services

Marital Status: Married

Key Skills: Project Management, Program Management, Portfolio Management, Risk Management, Key Account Management, Financial Management, Delivery Management, Resource Management, Data Analysis, Budgeting, Forecasting, MySQL, VBA, PMO, PMO Manager, excel powerpivot

Verified: Phone Number | Email - id

Last Active: 22-Jan-21

Last Modified: 22-Jan-21

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## Summary

- ? Qualitative experience of 12 years in PMO, Resource & Account Management, Customer Success and Data Analysis
  - ? Proven skills in Project Management; handled the multiple portfolio as per the core business objectives; developed internal project management tool and drafted SOW by identifying Scope, Schedule, Budget and Resource plan
  - ? Expertise in Demand to Supply Resource Management and developing Resource Management process at corporate level
  - ? Skilled in building relationships with business stakeholders & leadership teams. Presenting changes and contingency plans to balance project resources, schedules, scope and overall project health
  - ? Expert in Budgeting and forecasting for multiple portfolio and project
  - ? Proficient in creating Profit and Cost sheet (PNC) and Profit and Loss (PNL) dashboard. Skilled in maintaining targeted Gross Margin and EBITDA
- Valid US Visa B1/B2

## Work Experience

- **InfoStretch** as Associate Manager PMO, PMO  
Dec 2019 to Till Date

PMO:

- ? Spear heading projects members from planning to execution; implementing the project plans within present budgets & deadlines.
  - ? Customer onboarding, order booking in salesforce.
  - ? Following up with PM for Project allocation and task assignment; conducting follow-up with associates for pending or incorrect timesheet
  - ? Preparing dashboard and identifying Delivery and Non-Delivery Issues, Risk & Dependencies for each project with impact and severity
  - ? Facilitating centralized Project Governance/Compliance. Implemented metrics as per project / business requirement
  - ? Leading and motivating associated project resources to gain alignment on project goals and deliverables
  - ? Developing management plans of projects with regard to work and resources needed; maintaining a detailed plan for showing resource needs, budget, time schedules and deliverables
  - ? Following the project life cycle methodology defined under the process framework; ensuring that customer deadlines are met within project budgets
- Resource Management:
- ? Supervising Resource Utilization and Allocation and preparing onsite/offshore daily report
  - ? Skilled in Resource onboarding and offboarding
  - ? Understanding upcoming sales pipeline to for upcoming resource requirement with skillset
  - ? Identifying resource for cross training and certifications
  - ? Strategizing resource requirements and multiple resourcing / delivery models; managing requirements gathering, collation of project functional & technical requirements; following up with clients throughout the project lifecycle to ensure full understanding of needs & concerns



### Important

- Using Free CV Search you have access to featured candidate profiles of Naukri. You can browse through the profiles and email the candidates of your choice directly using the email option provided. To prevent misuse of candidate information, contact details and attached resume of the candidates have been withheld.

#### Financial Management:

? Skilled in developing real time forecasting process and maintaining with associated parameters like sales pipeline, extensions, resource attrition, leaves, etc.

#### Sales & Pre-sales (Customer Success):

? Expert in providing inputs to pre-sales team for technical evaluation & bidding with the help of historical project data

? Expert in SOW (New and Renewals) Drafting and approval process from internal and client side.

? Skilled Customer onboarding and engagements.

#### Operations Management:

? Steering project operations with key focus on defining or monitoring Service Level Agreements (SLAs), Service

Level Credit & Standard Operating Procedures (SOPs)

#### Highlights:

? Spearheaded large-scale portfolio ranging from US\$5 Million to US\$ 10 Million

? Exceeded delivery targets of over US\$15 Million per year with more than 35% Gross Margin and 20% EBITDA

? Successfully completed delayed projects essential for operational efficiency by identifying and solving complex

technical problems and dependencies; restricted the schedule delay to define benchmark

? Managed more 300+ Global offshore and onsite resources.

#### ■ **Harman Connected Services** as Associate Manager PMO

Apr 2015 to Dec 2019

Same as Infostretch, worked for Multiple Portfolios as PMO.

#### ■ **Cignex Datamatics Technologies Ltd** as Senior Executive (PMO, RMG Delivery)

Mar 2014 to Feb 2015

#### ■ **Tdw India** as Data Analyst

Aug 2012 to Mar 2014

#### ■ **eClinicalWorks** as Data Analyst

Jul 2010 to Aug 2012

#### ■ **Magus Dialoug Pvt. Ltd** as MIS Executive

Jun 2009 to Jun 2010

#### ■ **Tech Mahindra Ltd.** as RMG

Dec 2006 to Dec 2008

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## Education

UG: **B.Com (Commerce)** from **Periyar University** in **2012**

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## IT Skills

Skill Name	Version	Last Used	Experience
MS SQL, MySQL, VBA			
* MS Project, Digite Quest, OpenAir			
Microsoft Access			
PMO			

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## Languages Known

Language	Proficiency	Read	Write	Speak
English				
Hindi				
Telugu				
Gujarati				
Marathi				

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## Affirmative Action

Physically Challenged: No

## Work Authorization

Job Type: Permanent

Employment Status: Full time

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