



**Shreya Garde**

Prince2, PMO, Scrum Fundamentals Certified, Project Management, Vendor Management, Budget Management, Change Management, Business Operations, Six Sigma, Resource Management, Stakeholder Management, Client Communication, Lean Management

Current Designation: Project Analyst (PMO)

Current Company: Barclays Technology Centre India (BTCI)

Current Location: Pune

Pref. Location: Pune

Functional Area: IT Software - Application Programming / Maintenance

Role: Project Mgr-IT/Software

Industry: IT-Software/Software Services

Marital Status: Married

Key Skills: ITIL, Prince 2, Project Analyst, PMO Management, Project Management, Vendor Management, Budget Management, Change Management, Business Operations, Resource Management, Stakeholder Management, Client Communication, Lean Management, Project Tracking

Verified : Phone Number | Email - id

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

Notice Period: 15 Days or less

Highest Degree: M.Com [Commerce]

Last Active: 19-Jan-21      Last Modified: 19-Jan-21

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## Summary

Skilled professional with 13 years of experience in PMO Management, Project Management, Vendor Management, Budget Management, Change Management, Business Operations, Six Sigma, Resource Management, Stakeholder Management, Client Communication, Lean Management, PRINCE2, Scrum Fundamentals Certified

## Work Experience

- Barclays Technology Centre India (BTCI)** as Project Analyst (PMO)  
Jun 2010 to Till Date  
Resource Management : Resource Onboarding /Offboarding, Resource Timesheet Management, Managing Team Org-charts, Team Distribution Lists, Holiday Tracking.  
Vendor Management : Work Order(WO)/Purchase Order(PO) Governance and Invoice Management.  
Project Management : Project Governance (SDLC), Portfolio Management, Budget Management, Project Planning, Project Progress Reporting, Change Management, Maintain PMO SharePoint Portal and PMRepository (on Confluence)  
Achievements and Contributions:  
Frequent appreciations & accolades from the management team for the quality, timeliness & consistency in the projects.  
Got recognized and awarded on streamlining the processes.  
Received Star Award thrice for taking initiatives and helping other team members in their workstream, for streamlining the Process  
Document for BTCI finance and vendor management.  
Created & Published Holiday Request Tool SharePoint.

- IBM** as Technical Support Advisor  
May 2007 to Oct 2009  
Worked as Technical Support Advisor with IBM Daksh.  
The role involved addressing inbound calls made by Tiscali internet users and troubleshooting the issues.  
Awarded for the sustained improvement and the maximum number of customer satisfaction scores for the process

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## Education

UG: **B.Com (Commerce)** from **Pune University** in **2007**  
PG: **M.Com (Commerce)** from **Pune University** in **2011**



### 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.

Other Qualifications/Certifications/Programs:  
Prince2 Practitioner  
Scrum Fundamentals Certified  
ITIL foundation

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IT Skills

Skill Name	Version	Last Used	Experience
Microsoft Office			
Six Sigma			
Scrum Fundamentals Certified			
PRINCE2 PRACTITIONER			

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Languages Known

Language	Proficiency	Read	Write	Speak
English				
Hindi				
Marathi				

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Affirmative Action

Physically Challenged: No

Work Authorization

Job Type: Permanent

Employment Status: Full time

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