



**Padmavathi.k**

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Senior Consultant seeking roles in Project Management,Resource, Programme/portfolio pmo risk,Incident management,change management Team Handling,data quality management, project governance, qlikveiw, clarity, confluence

Current Designation: Senior Consultant	Total Experience: 11 Year(s) 0 Month(s)
Current Company: CAPCO TECHNOLOGIES PVT LTD.	Notice Period: 3 Months
Current Location: Bengaluru / Bangalore	Highest Degree: MA[Sociology]
Pref. Location: Bengaluru / Bangalore	
Functional Area: IT Software - Application Programming / Maintenance	
Role: Outside Consultant	
Industry: IT-Software/Software Services	
Marital Status: Single/unmarried	
Key Skills: Senior Consultant,Project Management,Programme/porfoilio PMO,Resource Management,Incident management,change management,project coordination,risk management,Team Handling,data Quality Management,Jira,Confluence,project governance,quikveiw	
Verified :  Phone Number    Email - id	

Last Active: 21-Jan-21

Last Modified: 21-Jan-21

Jump to Section [Work Experience](#) | [Education](#) | [IT Skills](#) |

## Summary

Looking for a challenging role in project management and to utilize my knowledge, leadership and creative abilities, thus by contributing to the growth of the company and industry as a whole.

## Work Experience

**CAPCO TECHNOLOGIES PVT LTD.** as Senior Consultant  
May 2018 to Till Date

Banking Project ( RBWMDigital Transformation- EPMO) July 2019 till date

Reporting:

? Maintaining and updating the Master order book using confluence tool. ? Preparing and publishing weekly, monthly meeting packs (Portfolio status report) and presenting the same in the ASP transformation meeting. ? Prepare various weekly, monthly reports like Portfolio achievements report, Top 5 projects , YTD finance report, BTF compliance tracker, QA report, ? Updating the tools like RPO, GPDM, Clarity, confluence/Jira based on the changes in the project at portfolio level.

Resource Management:

? Allocating resources based on the confirmation from the stakeholders, using the RPO tool, updating the same on order book, clarity tools, and others ? Adding new demands to our order book based on the updates from the resource portfolio calls (Like new resources, replacement or change in the dates) ? Creating new demand request on GDM tool ? Creating the BP ID on GPDM tool ? Creating the Project ID on clarity tool

Change management:

? Updating the changes on the master book and align all the tools like, RPO, clarity, confluence and GPDM accordingly. ? Comparing the view of Master order book and ASP MB and raise the change request based on the discrepancies.

Compliance:

? Collate and Validate the Idea outline, business case and benefits for all the projects by connecting with the respective project teams across the portfolio. Connecting with the project team to capture the latest updates on the Idea outline/Benefits documents shared on a monthly basis. ? Ensure to secure the signoff from the business for all the documents shared by the project team as per the BTF standards.

Finance Management:

? Prepare the forecast and compare the YTD actuals by fetching the data from our finance tool called HIBS. ? Connect



### 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.

with the respective project teams on the variance found

• **US Electronic Distributor** as Senior Group lead  
Mar 2008 to Jan 2012

Process Management:

\* Receive MRP from the customer in the form of excel, text or web portal and upload in MS Access. \* Alteration of the sales order quantity, date and take action according to the customer requirement as suggested by Exception report. \* Working on the Mainframe system for discrepancies, order amendments and to see if the date can be matched with the customer needs. \* Pipeline for the customer shortage to meet the customer demand on time. \* Contacting the supplier to expedite the delivery through phone, mail or web access

People Management:

\* Handling & coordinating a group consisting of 15 members \* Assisting Team Lead in resolving in handling customer escalations & writing 5Y analysis. \* Active participation in balancing the workload \* Planning and sharing work within team, monitoring overall TAT and target on a daily, weekly & monthly basis to meet the deliverable \* Evaluating the performance of the team members as per quality norms Managing the daily team huddles, preparing MOM, and maintaining other daily and weekly reports, \* Conducting Monthly refresher Assessment, as part of Training team

• **Infosys Ltd** as Team Lead  
Jan 2008 to May 2018

Banking Project (Risk & OPS - PMO 2) April 2015 to till date

\* Tracking, investigating, analyzing and reporting the Incidents to bank on a weekly basis. \* Writing root cause, corrective, preventive actions on the incidents. \* Working closely with stakeholders CCD and GIS to track, investigate and report any DLP or HIPS events to the bank across the locations. \* Following up with concerned project teams, CCD or ISG team on the open incidents \* Access manager (Validating and approving the LAN share folder access, Internal/external email, and internet access, IP settings on the virtual machines for project teams.) \* Involving in Password vaulting activity for all our network switches and servers with CCD team on the monthly basis \* Prepare various monthly, quarterly reports like Admin access, network inventory, DCM, patch management, configuration management, dormant account clean up, old data script running, event logs, password vaulting and so on. \* Publishing the weekly DCM dashboard by pull out the data using Configuration controller tool for all the locations. \* Working closely with CCD team across the locations on various report. \* Responsible of handling a critical quarterly report called "Sensitive data report" by contacting all respective PM of the project teams across the locations to get the data, validate using bank tool like AIT and other internal reports, finally consolidate the report and upload it on our bank tool called SIMS. \* Maintaining the repository all the risk related artifacts. \* Assist Management to prepare for internal/clients audit artifacts or presentation. \* Performing QC as per pre-defined risk SOP/Guidelines for various reports shared by CCD across the locations (like Event management, Access management, configuration management, password vaulting, LAN share review, patch management) \* Conducting monthly internet audits like (Mobile phone, storage devices, clear desk for BLR location, Reviewing the change requests from the project teams, CCD or clients. \* Validate the CR's and raise the CR on our bank tool for an client approval \* Intimating with stakeholders to ahead with activity with risk approval along with the client approvals. \* Following with the stakeholders ensuring the activity is done, \* Closure of the CMR's by updating the post installation comments \* Initiating BGV for the resources who are deployed to the project. \* Follow-up with external BGV vendor team to get timely status of the BGV initiated \* Updating the clients or project teams, on the ETA of the BGV and so as to estimate the on boarding date.

[^ Back to Top](#)

## Education

UG: **B.A (vocational Course in Insurance)** from **B.M.S college for women** in **2004**

PG: **M.A (Sociology)** from **KSOU Mysore** in **2006**

[^ Back to Top](#)

## IT Skills

Skill Name	Version	Last Used	Experience
Microsoft Office			

[^ Back to Top](#)

## Languages Known

Language	Proficiency	Read	Write	Speak
english	Expert	✓	✓	✓
kannada	Expert	✓	✓	✓

[^ Back to Top](#)

## Affirmative Action

Category: General

Physically Challenged: No

## Work Authorization

Job Type: Permanent

Employment Status: Full time

[^ Back to Top](#)

