**RESUME**

**LAKSHMI BK**

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**TITLE**

Business System Consultant

**PROFILE**

7yrs. of Information Technology (IT) and business operations experience. Focused on timely delivery, Efficient analytical and program solving skills, Self-motivated & work well under pressure & Enthusiastic .Successfully managed Financial & delivery operations. Demonstrated passion for utilizing technical skills to create new opportunities as evidenced in recent reports.

**SKILLS SUMMARY**

* Programming language : VBA, Macros, Share pointBasics, HTML,Tableau.
* Tools : NPanday, VB 2008, SQL Server 2005 -Basics
* MS Office Packages :MS-Word, MS-Excel, MS-Power point

**WORK EXPERIENCE**

**TATA CONSULTANCY SERVICES**

Parent Company : Datacore soon  
Organization: TCS (contract position)   
Duration: Jun 10, 2010 to Feb 16, 2012

**Clients** : **Deutsche Bank & Crédit suisse**

Profile :Project Initiation, Project execution, Project close out.

* **Program Management**:
  + Contract creation, Project Creation, Resource assignment, Time card approval.
  + Scope of work analysis.
  + Assigning appropriate milestone, tasks, resource level and hours as per the requirement.
  + Resource assignment and scheduling on basis of availability.
  + Project revenue recognition follow-up.
  + Project Closure.
* **Monitoring and Controlling**
  + Change Control Management
  + Project Resource Management
  + Project Demand and Supply Management
  + Project Finance Management.
  + Program Manager (Healthcare Production Domain Move)
* Forms and Templates generation (Change Request form, New Joiner's Leaver's, Transfers, Update forms).
* On Board Formation.
* Project Resource Management: Resource entry exit process development and maintenance, Resource Calendar maintenance, Resource movements, Effort maintenance, Utilization and effort Forecast. Leave reporting.
* Resource Demand -- Supply Management: Demand tracking, Resource calendar tracking and supply to demand and monitoring, Internal and vendor supply ageing analysis and reporting.
* Revenue and Expense Monitoring: Effort to revenue and expense reporting, Client invoice preparation, internal invoice report generation.
* Project Revenue and Cost Monitoring: Monthly Effort - Revenue report.
* Overall Organization Monitoring: All organization verticals monthly dashboard reporting to the CEO.

**Reports:**

* Quarterly revenue calculations, revenue reports, revenue dashboard ,
* EMP Generic report,
* Billing Milestone report,
* Ariba report,
* Billing Analysis,
* Headcount Report,
* Outstanding report.

**EMC - (From Feb 20, 2012 to Apr 25, 2014 )**

Organization: EMC (Contract position)

Permanent emp: Magna infotech  
Duration: Feb 20, 2012 till Apr 25, 2014

Clients: VMware & RSA

Profile:

* Project Finance Management.
* Project Health monitoring.
* Project Validation & Resource assignment.
* Unbilled status report at the project level to check form the invoice ageing.
* Reviewing backlog report & chase for the project closure with the PM’s.
* Construct Quarterly Forecast & work plan report.
* Prepare weekly report to track project financial status, Unbilled & Backlog to share the same with the service line leads.
* Monitoring & Control, Project Closure activities –based on Backlog Report & Chase data, BOE Set up for RSA systems to match EMCC books.
* Supporting project organization set-up, tracking/ monitoring financial, budgets, Projects.
  + Share point site maintained and customer satisfaction built and monitored.
* Agree project goals & objectives with key stakeholders, cascade objectives to project members, and suppliers, ensuring appropriate awareness by everyone concerned.
* Defining, setting up and managing the project plans.
* Manage and control changes to project requirements and objectives.
* Deliver reports on the project status to team members, upper levels and other Stakeholders by - providing clear and transparent indicators and analysis.
* Achieve time, cost and performance objectives by identifying possible deviations from the project-baseline, and proposing preventative and corrective actions, and by ensuring follow up.
* Manage project risks by identification and quantification of risks, and ensure implementation of - appropriate mitigation actions.
* Define and organize the closure of different phases of the project (lessons learnt) .

**Reports:**

* Time card Compliance report
* Demand and Supply Report
* D/B Metric
* Utilization Reports
* Forecast & Revenue Report

**Automated Reports (**using VBA, Share point, Excel/Access**)**

* Staffing Report:

Report provides upcoming projects & projects in pipeline for each Resources using e-optics & RD Tool data.

* Utilization Report:

COE Resources list, Service line Forecast data (Yearly & Quarterly) & SL Forecast, Headcount & bench details, Skills Availability, This Report was completely automated using Share point for Raw Data storage).

* VSD Access Report:

Percentage & count of resources working for each Role & under each area

Percentage & count Resources working under each Area in YTD, QTD.

**COGNIZANT TECHNOLOGIES**- (From May 2014 to Jun 2017)

**Organization**: **CTS**

Duration: May'14 - Jun'17

**Internal Project** May 2014 – Sep 2015

**Profile:**

* Health care domain, worked on SQL server 2008, excel, reporting.
* Treating sales crediting for all BU's.
* Monitoring the medicines and values for each BU. Identifying/ notifying new medicine to the BU owners.
* Sales crediting to be processed on new products/medicines to be included in the Tool.
* Tracking the reports with respect to the values and providing the incentive reports based on the representative's sales on monthly.
* These reports to be delivered weekly and monthly.

**Awards:**

* Applause award on the sales crediting processed for all the BU levels

**Cognizant payroll**

**Duration: Sep 22nd 2015 till 30th Dec 2016.**

**Wells Fargo (Client location)**

**Profile**:

* Process documentation across the BAU level.
* Reporting: Monthly reports on WO, CR’s, WR Audits, team wise performance, utilization.
* Dashboard- dashboard creation, follow up with managers across BAU level on monthly dashboard.
* Presentation – creating monthly decks on team wise.
* Coordinating with managers on several activities (like. dashboards, timesheets and ad-hoc task).
* Part of core team of engagement activities.
* Creating utilizations report on other BAU levels.

**EDUCATION**

* MSc (CS)– 2009, Bangalore University
* BSc (EMC) - Computer Science , 2007, JNC(Bangalore University)

**PERSONAL DETAILS**

**Personal Data:**

DOB : 15/03/1986

Sex : Female

Nationality : Indian

Marital Status : Married

Languages Known: English, Hindi, Telugu, Kannada, Tamil

**Interests and Hobbies**:

Music, Sports, Adventure, Event management

**Lakshmi BK**