



BIJU WARRIAR

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A result oriented & performance-driven professional with **21+ years of experience**, in quest of assignments in **Financial Planning, Analysis, and Reporting / HR Analytics / Workforce Planning and Management / Resource Management / Operations Management** with an organization of high repute.

FINANCIAL MANAGEMENT

- Financial Planning & Analysis
- Budgeting & Forecasting
- Expense Management
- Balance Sheet Review
- Financial Consultation & Advisory Support
- MIS Reporting

HUMAN RESOURCE ANALYSIS

- HR Analytics
- HR Dashboards (D&I)
- Headcount Analysis
- Fx & PT&B Analysis
- Compensation & Benefits
- Training and Development

OPERATIONS & COMPLIANCE

- Process Compliance
- Team Management
- Business Operations Management
- SOP Management
- Business Presentations
- Process Improvement
- Event Management

TOOLS

- SAP | EDW | Yotta | Polaris
- Hyperion Essbase | Brio
- Oracle – NetSuite
- e*QUATE
- SWAN & SmartBuy
- MS Office

- **An MBA (Human Resource)**, a certification holder in **Systems Management**, and a **Graduate of Commerce (Banking & Finance and Cost & Works Accounts)** with more than **21 years of experience** including **HR Analytics, HR Dashboards (D&I), Financial Planning, Analysis and Reporting, Expense Management, Operations Management and Process Improvements**
- Proficient in **developing bottoms-up business budgets, operationalizing tops-down guidance, policies & procedures** to achieve operating excellence; forte in preparing & implementing financial controls
- Experienced in developing **HR dashboards (D&I), HR Analytics, and presentation decks for CHRO**
- Demonstrated analytical excellence in **Compensation & Benefits, Headcount, Fx, Payroll Taxes and Benefits, Travel-spend, Relocation-spend, Program Investments, and Variance narration**. Also, in **Balance Sheet Reviews** with **Regional Controllers, Country Controllers, and Functional managers for countries falling under all tiers for APAC and EMEA**
- Skilled in **Team management** and demonstrated **leadership in Operations and Workforce Management**
- Experience in **working across different levels of leadership, and stakeholders across multiple locations** and have exhibited skills in **collaborating across boundaries & departments – Tax, Systems, FP&A, Controllershship, Business Finance, Payroll, Ops., HR-Business Partners, Workforce Planners, Compliance, & Quality Assessment**
- **Program Manager for Master Data Management, Record Retention (Journal Voucher), and various World-wide Authorization System** activities for the team
- Adept in **designing & executing a system / procedure to achieve financial discipline and to enhance overall efficiency** and have worked on **problems / projects of complex scope and exercised independent judgment** within defined practices and procedures to determine appropriate action
- Proficient in **conceptualizing process initiatives to enhance overall operations** by **introducing various new ideas** and deft in **implementing innovative methods** to bring about significant changes in process across all levels
- Demonstrated **strong leadership, decision making, analytical and problem-solving skill**
- **Metrics orientation**, with an ability to analyze data for trends
- Proven ability to **achieve targets within given deadlines, regardless of pressure**

Career Milestones:

ACHIEVEMENTS

- Automation for Balance Sheet Review
- Budget Planning Leadership
- Engagement Committee Pioneering
- Community Service Rigor
- Child Engagement Initiative
- Finance Ambassadorship
- Legal Only Billings Program Management
- COE initiatives
- Multiple Accolades and awards for automation
- Trained on Six Sigma
- Kaizen initiative
- NIIT Certification on Systems Management

- **Recognition** from the **CFO office** awarding the automation for **Balance Sheet review – July 2021**
- **Led the budget planning (+ \$ 200M annual) for 18 Corp. HR and Learning & Development orgs. – 2010-2014**
- **Budget planning for Enterprise Services Finance (2,000+ HC) – 2014**
- Spearheaded the **Engagement Committee for Fin. Ops.** with many memorable virtual events (**90+ HCs**) – **Ham Radio** being the highlight – **2021-2023**
- Remained **active in CSR initiatives – June 2019 (Pan Micro Focus) and Fin. Ops. – 2020**
- **Centre Head for the highly successful HR initiated – Take Our Children To Work (600+ HCs) – 2017 and 2018**
- **Finance Ambassador – 2014 and 2017**
- **Transport Lead for the entire Financial Solutions organization for Kalyani Tech. Park, Bangalore – 2013-2015**
- **Leader of the Core Executive Committee for Finance – 2014**
- Awarded for the **strong contribution over the years (2008-2013) for Journal Voucher Retention and Archival – 2013**
- Instrumental in **planning & executing the Year-End-Close cum Cultural Event for India Finance (500+ HCs) – 2013**
- Tiered the **POLICY vertical of the Knowledge Management initiative in an effective manner – 2013**
- Led the **Documentation Project for Bangalore Centre Of Excellence – 2008-2009**
- Pivotal role in **leading complete Legal Only Billings Program** dealing with **distribution of infrastructure expenses (+ \$ 550M a month)** of HP business processes or services consumed by HP employees or individual HP business entities
- Hold the merit of receiving:
 - **Best Team-Leader Award in Q1 (November-January) – 2007**
 - **Quality Award for Automation – 2005**
 - **Multiple rewards & recognition for best performance, and automation**
- Invited for and instrumental in **devising the Transport Policies for HP offices – 2005**
- **Trained on Yellow, Green Belt and Lean Six Sigma certifications**
- Recognition as **customer-centric, system savvy, innovator, great communicator & and pleasant personality to work with in all Annual Customer Feedback**. **Great interpersonal skills, positive attitude, eagerness to learn, and MS-Excel knowledge find a mention in all performance reviews**
- Appreciations from several stakeholders, clients, and business partners for **solid contribution to the business, process improvement, and efficiency gains through MS-Excel automations** for numerous analytical processes

Work Experience:

MICROFOCUS & OPENTEXT

Workforce Planning Program Manager - I (Workforce Planning Leads and Report.....(September 2022 – June 2023)

- Developed **informative dashboards** to illuminate **gender diversity** within different **management levels, departments, and job categories**, supporting the achievement of **Diversity and Inclusion objectives**
- Created **comprehensive dashboards** to visualize the diversity landscape of **US ethnicities**, drawing insights from **current workforce data, new hires, and attrition rates**
- Systematically **monitored and assessed workforce changes**, translating findings into **presentations** to drive desired organizational outcome
- **Led the preparation** of the **monthly CHRO slide deck**, encapsulating **critical metrics** such as **HC walk, SPOC figures, FLC statistics, and demographic concentration**, facilitating strategic decision-making
- **Designed and implemented automations** for **efficient tracking of hiring, attrition, and the reconciliation of master reports**, ensuring a streamlined process for CHRO presentation decks
- Analyzed the **program life-cycle for internship** to understand the effectiveness of the program in various counties
- Attended to **ad-hoc information requirement** from various HR teams

MICROFOCUS

Senior Financial Analyst - I (Record to Report).....(February 2019 – August 2022)

- Assumed the role of a **BSR Vertical Lead**, overseeing and performing the **preparation and review of monthly and quarterly statutory Balance Sheet accounts** to maintain financial accuracy
- Conducted **comprehensive reconciliation reviews** of **management accounts** to align financial data with organizational standards
- Ensured **strict adherence to compliance and control parameters**, reinforcing financial integrity and regulatory compliance
- Orchestrated the **coordination of the audit process for financial statements**, collaborating with auditors to ensure accuracy
- **Led the MEC activities**
- Discharged the responsibilities of a **WD4 Journal Entry lead for APAC**
- Took the **lead in process management**, facilitating **team coordination, issue resolution, and tracker maintenance** for improved operational efficiency and financial accuracy

HEWLETT-PACKARD INC.

FP&A Analyst (EMEA Supply Chain Finance).....(March 2017 – February 2019)

- **Managed FP&A** for **EMEA Supply Chain Finance**, for **PC and Print (Consumer and Commercial)** sectors, facilitating **finance reporting** and fostering **cross-functional relationships** post-transition from Barcelona
- **Prepared monthly and quarterly financial performance package to business management and customer** - Director and staff, category finance et.al., with necessary recommendations based on analysis and variance drivers (narratives, bridges, gap analysis, cost-trend charts, waterfall depictions, consolidation, and reporting, considering cost and residual results)
- **SPOC for existing CS Finance reporting database**, covering both on-going maintenance as well as potential enhancements
- **Supported the end-to-end FP&A Lead in budget** coordination including steps, calendar with both finance & business deliverables, periodic forecast processes, and validation of savings propositions
- **Supported end-to-end month-end-close and flash reporting** (consolidation, narratives, & bridges including management communication)
- **SPOC for PC and Print – Commercial segment Excess and Obsolescence process**

HEWLETT-PACKARD ENTERPRISE

Compliance Analyst (Spearheading India Centre).....(April 2015 – February 2017)

- Evaluated process-conformity to governing policies, effectiveness / process-variability to policies, and conducting test of design
- **Planned & scoped checks; conducted compliance-reviews & trend analysis; developed & monitored compliance processes; enhanced controls on employee expenses & Purchase Orders raised; and performed expense-analysis related to India Centre**
- **Identified inherent and residual risks and conducting risk-based checks**
- **Evaluated findings and recommended improvements in process and controls** that impacted multiple business units and countries
- **Reviewed compliance of financial results to Accounting and Financial Manual** within a broad scope
- **Identified opportunities for process improvement**
- **Participated in routine; ad-hoc projects and provided support and guidance to the business partners on compliance-related topics**

HEWLETT-PACKARD

HR and Legal Global Expense Management Analyst / Expense Management Analyst.....(June 2008 – March 2015)

- Formulated the detailed budget for the Org. from scratch – Charting-out **Comp. and Ben., Hikes, Awards, Hires, Exits, Contingent and External Labor Force, WFRs, MSAs, Relocation, STTs, LTTs, PITs, Travel, External Education, Degree Assistance Program**, and spending on **other Programs**
- Successfully led the Org. and Outline process for **HC and \$ movement between orgs.** during the budgetary phase. Best to quote the **merger of PC and Printer businesses**
- Carried out **HC Analysis** of **actual-to-projected** strength, **scrutinized trend, coordinated with Workforce Planner** for efficient management of resources, furnishing actual Variance-to-Budget, linear Variance-to-Projected, and Actual-to-Projected variance narration, and driving cadence with business partners to ensure containment of **spend within the budget**
- **Provided advisory support** on the **impact on spend** due to **Payroll Taxes and Benefits** and One -timers like **Sign-On Bonuses, Mutual Separation Agreements, Workforce Reduction, and currency fluctuation**
- Evaluated spend of employees on **Permanent International Transfers, Short-term & Long-term Temporary Assignments, Relocations, and Management Associate Program**

- Interfaced with **Workforce Planners, L2, L3, and L4 (SVP, VP, Directors)** -level executives to discuss the trend in Compensation and Benefits; **deep-dive into hiring plans, exits, and open & pending requisition analysis; recommend strategies to meet forecasted spend; and analyze business strategies and understand management decisions on Organizational Realignment, Employee Retention, Pay-hike, Business-funded Restructuring etc.**
- Acted as a **Financial consultant on spending related to External Labor; External Consultation; Operational Outsourced Services; Program Investments benefitting workforce; Travel; and Expenses of General Administrative nature plotting linear and actual-compare-to -forecast and -budget, highlighting areas flashing high-risk or saving-opportunities**
- **Performed financial transactions – Journal Voucher entries and cross-border billings**, conforming to business controls regulations. This involved accuracy of entries to assigned accounts, review, investigation, and fixing errors & inconsistencies in financial entries, documents & reports
- **Managed Standard Operating Procedures and ensured they were current**

HEWLETT – PACKARD

Team Leader for World-Wide Operations.....(October 2002 – May 2008)

- Finance Leadership role in handling complete **Gladiator Legal Only Billings Program** which dealt with distribution of infrastructure **expenses (+ \$ 550M a month) of HP business processes or services** consumed by HP employees or individual HP business entities
- Led the Non-Eiffel process relating to profit elimination on intra-corporate transactions by way of legal only account reconciliation
- Led the Withholding Tax process effectively, encompassing reconciliations of tax expenses and liability to ensure avoidance of double taxation and collection and submission of tax-receipts to the Corporate Tax Dept.
- Led the reporting of Non-recoverable Value Added Tax expenses
- Led the Warranty Reclassification Process, designed to move out the warranty cost posted in support product lines by the Warranty Accounting Systems to standard product cost

Career Commencement:

Champion Voyager (I) Pvt. Ltd., Pune

Document Editor.....(January 2002 – February 2002)

Versaware Technologies (I) Pvt. Ltd., Pune

Book Conversion Editor.....(August 2000 – January 2002)

Education:

Sikkim Manipal University, Bangalore

MBA (Human Resource).....(2009)

Pune University, Maharashtra

Graduate of Commerce (Banking & Finance and Cost & Works Accounts).....(2000)

Courses and Certifications:

Data Science and Python bootcamp (UDEMY) – Pursuing.....(2023)

Systems Management (NIIT).....(2000)