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| **Designation** | | Assistant Manager Business Transformation | | |
| **Department/Section** | | Business Transformation | | |
| **Name of the Employee** | | Brajbhan Shankar | | |
| **Report Designations** | | Operation Manager – Business Transformation | | |
| **Subordinate (Designation)** | |  | | |
| **Job Summery (The purpose of the Job)** | | Seeking a highly motivated and results-oriented Business Transformation Assistant Manager to play a pivotal role in leading the digitization and turnaround initiatives of our organization. You will be responsible for identifying and implementing strategic solutions that optimize processes, enhance efficiency, and ultimately drive sustainable growth | | |
| **Main Task** | | **Description** | **Confirmation of accuracy of Allocated task (× or √)** | **Remarks** |
| Develop and execute comprehensive digitization plans | | Analyze current business processes and identify opportunities for automation and digital transformation. | **√** |  |
| Research and evaluate emerging technologies with a focus on their potential impact on the organization. | **√** |  |
| Develop and implement a roadmap for digitization, prioritizing initiatives based on feasibility, impact, and return on investment (ROI). | **√** |  |
| Lead turnaround projects | | Collaborate with cross-functional teams to identify and address critical areas impacting business performance | **√** |  |
| Develop and implement turnaround plans, encompassing cost optimization, revenue generation strategies, and process improvements | **√** |  |
| Track progress, measure results, and ensure that project objectives are met within budget and timelines | **√** |  |
| Change Management & Communication | | Champion a culture of continuous improvement within the organization. | **√** |  |
| Develop and implement effective communication strategies to ensure all stakeholders are informed and engaged throughout the transformation process | **√** |  |
| Lead training initiatives to equip employees with the skills and knowledge necessary to adapt to new processes and technologies | **√** |  |
| Performance Measurement & Reporting | | Develop and implement key performance indicators (KPIs) to track the progress and success of digitization and turnaround initiatives | **√** |  |
| Regularly monitor and analyze performance data, identifying areas for further improvement | **√** |  |
| Prepare comprehensive reports to keep senior management informed of project progress and overall business transformation efforts | **√** |  |
| **Qualification** | | Minimum 2 years of experience in business transformation, change management, or a related field | **√** |  |
| Proven track record of successfully leading and managing complex transformation and turnaround projects | **√** |  |
| Strong analytical and problem-solving skill | **√** |  |
| Excellent project management skills, with the ability to prioritize, plan, and execute effectively within tight deadlines | **√** |  |
| Experience in developing and implementing digital solutions to enhance business processes | **√** |  |
| Outstanding communication and interpersonal skills, with the ability to influence and build consensus across diverse stakeholders | **√** |  |
| Strong understanding of change management principles and the ability to navigate resistance to change effectively | **√** |  |
| Proficiency in project management methodologies and relevant software tools. | **√** |  |
| **Prepared By:** |  |  | | |
| **Date of approved:** |  |  | | |
| **Approved By :** |  |  | | |
| **Name :** |  |  | | |
| **Signature:** |  |  | | |
| **Accepted By:** |  |  | | |