SEEMA KHANNA

[khannaseema56@gmail.com](mailto:khannaseema56@gmail.com)

**+91-9990059634**

# OBJECTIVE

To obtain a challenging project coordination and management position within a renowned organization which will allow a continuation of project management development, with a long term aim to progress to the role of project office manager.

To continue my career with an organization that will utilize my management, supervision and administrative skills to benefit mutual growth and success.

# PROFILE

**3+** Years experienced professionally qualified (BCA) PMO Analyst with experience of Planning, Reporting, Tracking & Updating along with Project communications to provide a flexible, pragmatic and proactive project support service to projects.

# EMPLOYMENT EXPERIENCE

July 2014 - **TATA CONSULTANCY SERVICES**

## *PMO Analyst*

* Gathering data about project progress and producing reports creating pivots.
* Tracking and monitoring of the projects progress.
* Closing off assigned targets successfully, Managing and Marketing with excellent communication skills.
* Coordination with the Teams for project execution.
* Coordinating with The Resource Management Group to provide suitable resources to the Teams.
* Keeping the complete Track of Allocation for the Resources in the Projects concerning their Present/Future and Pending Allocations.
* Allocating/De-allocating associates as per need of Project.
* Appraise management of the project status, bottlenecks on key activities to resolve them
* Acting as a Point of Contact regarding all the suitable information required in case of a **New Contract**/New WON is created/New Module is rolled out.
* Creating WON as per the Contract.
* Checking of Invoices & Expenses before billing to Client.
* Experience with contract terminology, writing, negotiating and administering contracts, specifically: software licenses, strategic partnership agreements, RFP contracts, consulting services contracts, service level agreements, pilot agreements and statements of work.
* Experience monitoring and managing a contract lifecycle through negotiation to execution, renewal and termination.
* Coordinating Teams so that deliveries are tracked within budget and schedule with an End point focus.
* Managing resources for projects by coordinating with RMG.
* Managing dependencies across multiple projects
* Regular Follow Ups with the Teams for various activities related to the Projects.
* Assist Supervisor with ad-hoc requests. Generating various reports.
* Team work
* Perform other administrative duties/projects as assigned.
* Performed a variety of projects and data entry tasks as assigned.
* Maintaining various Trackers in order to ensure streamlined flow of the Project by gathering information and data from the Managers/Leads.
* Helping the project managers in delivering excellence by performing functionalities like Timesheet entry-Creating Task/Items, Metrics and analysis, Risk management Consolidating weekly reports, PI Plan, Prepare UPP mandatory for all development/maintenance project. Attended internal streams audits.
* Contract analysis and preparation of Project Commercial Plan , Contract Commercial Plan, including Project Claim Strategy by ensuring key obligations and responsibilities of customers ,vendors ,partners, project insurers.
* Preparation of Proposals/Offers for project service contracts; reviewing contractual processes relating to payments, budget, milestones, claims for change orders/ variations, additional costs, extension of time to schedule, bonds, delivery/completion etc.
* Analyzing contractual and commercial risks, supporting the risk review process to obtain required approvals on the terms and conditions; Reviewing drafting project contract and supporting negotiating teams to successfully conclude such matters.

June 2019- Till now - **WORLDWIDE INTERNATIONALS**

## *Public Relation*

* Analyzing contractual and commercial risks, supporting the risk review process to obtain required approvals on the terms and conditions; Reviewing drafting project contract and supporting negotiating teams to successfully conclude such matters.
* Assisting planning appointments, board meetings, conferences etc. Attended Climate Leadership Conference and CAP 2.0 organized by CII(Confederation of Indian Industry) at Le Meridien, New Delhi.
* Attended Fashion Conclave 2019 by News X And The Sunday Guardian at Shah Jehan, Taj Palace, New Delhi- A forum that celebrates the great Indian Fabric and brings policy makers and stakeholders on a platform to take up issues facing the fashion industry .
* Attended BW Business world 2nd Secure INDIA Conclave at Hotel Imperial, New Delhi.
* Handling and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
* Make travel arrangements for executives, and events.
* Monitoring office supplies and negotiating terms with suppliers to ensure the most cost-effective orders.
* A part of FICCI, Assocham and CII. Connecting with Sponsors, Speakers and delegates. Coordination with our clients from ministry, embassies ,few international companies ,universities etc.
* Conduct research and prepare presentations or reports assigned.
* Maintaining electronic and paper records ensuring information is organized and easily accessible

# SKILLS

* MS Office with emphasis in Word and Excel

# STRENGTH ANALYSIS

The strong points of my personality are positive thinking and my cheerful nature with high level of commitment and sincerity. I can efficiently work both as a team leader as well as a team player and can give my best to the organization.

* Can work under tight schedules
* Leadership qualities
* High degree of Initiatives
* Self-disciplined

# TOOLS

* PROJECT COSTING and BILLING.
* PROJECT RESOURCE MANAGEMENT.
* CONTRACT MANAGEMENT SYSTEM.
* PROJECT COMERCIAL MANAGEMENT
* INTEGRATED PROJECT MANAGEMENT SYSTEM
* PROJECT DELIVERY & SALES TOOLS: IMPROVEMENT IN ACTION, PROJECT WORK BENCH.

# EDUCATION AND TRAINING

* Completed Bachelor Of Computer Application from GGSIP University with 68.9%.
* Passed 10th from C.B.S.E Board 2009 with 78% marks
* Passed 10+2 from C.B.S.E Board 2011 with 74% marks

# PERSONAL INFORMATION

* Date of Birth - 21st APRIL, 1993
* Father name - Mr. Rajeev Khanna
* Language known - English, Hindi , Punjabi, little bit of French
* Marital Status - Married
* Nationality - Indian
* Hobbies - Listening music, singing, sketching n painting, Reading books ,sometimes working on graphic software Corel draw for logo n shapes, etc

**Date:**

**Place:** NEW DELHI (**SEEMA KHANNA**)

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