Expert Project Management Professional with 5 years of experience in HR Managed Services. Committed to continuous self-development to deliver exceptional results and exceed client expectations. Proficient in managing end-to-end project lifecycles, implementing PMO best practices, and driving successful project outcomes.

Work History

2022-04 - Current

Consultant

Ernst & Young LLP, Pune

- Experienced professional with a strong focus on Project Management, PMO activities, Dashboard creation, and Stakeholder management.
- Expertise in end-to-end project lifecycle management, including project initiation, planning, execution, monitoring, and closing, ensuring delivery within scope, time, and budget constraints.
- Successfully developed and implemented Project Management Workbooks and Status Dashboards, facilitating transparent project tracking and real-time reporting for clients in Retail and Media sectors.
- Led cross-functional teams to deliver complex projects, ensuring alignment with organizational goals and client expectations.
- Designed and managed Project Governance frameworks, including risk management, issue tracking, and change control processes, to maintain project integrity and mitigate risks effectively.
- Created Organizational Charts and Department Hierarchies for two major clients using MS Visio, providing clear visual representations for efficient decision-making and resource allocation.
- Managed the Internal Business Development team according to EY standards, overseeing project timelines, deliverables, and resource management.
- Awarded the EY Budding Star Award for Entrepreneurial Spirit and promoted from Senior Analyst to Consultant within two years, reflecting exceptional project management and leadership capabilities.
- Played a key role in the development of SOPs, SOWs, Addendums, and end-to-end management

Alvin Alexander

Consultant

Contact

Phone
+91-9539583770/7016861385

E-mail
alvinalexander96a@gmail.com

Skills

Client relationship management

Very Good

Talent management

Very Good

Project Management

Very Good

Data Visualization/Dashboard

Very Good

Data Visualization/Dashboard

Very Good

of HR Shared Services projects, ensuring
consistency and compliance with EY
methodologies.

- Proficient in the use of various VMS tools and AI
technologies, enhancing project efficiency and
resource management.
- Onboarded over 100 resources across multiple
projects, both external and internal, aligning
workforce capabilities with project needs and
timelines.
- Demonstrated a proven ability to deliver high-
impact projects and exceed expectations in
dynamic, fast-paced environments.

2021-12 -
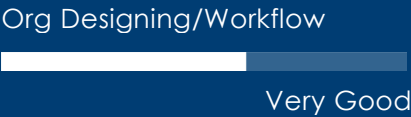2022-04

Recruiter

IPlace, Pune

- Coordinated and managed recruitment projects,
ensuring alignment with overall project objectives and
timelines.
- Led project scheduling, resource allocation, and
milestone tracking for technical roles such as Java
Developer, Python, and DevOps, optimizing project
outcomes.
- Supported the project management office by
maintaining detailed project documentation,
including status reports, project plans, and
performance metrics.

2019-12 -
2021-12

Technical Recruiter

Collabera Inc, Vadodara

- Managed the execution of technical recruitment
projects within ERP domains, including Salesforce,
Oracle, SAP, and Digital Skills, ensuring adherence to
project scope and deadlines.
- Spearheaded project planning activities, including
resource forecasting, budget management, and risk
assessment, contributing to successful project delivery.
- Recognized as Best Performer three times and Runner-
Up twice, with multiple incentive awards for
outstanding project coordination and delivery.

Org Designing/Workflow

Very Good

Python

Good

Languages

English, Malayalam, Hindi and
Gujarati.

2019-06 - 2019-12	**Business Development Associate**
	Think & Learn Pvt Ltd, Thrissur
	• Managed educational counseling projects, driving both direct and indirect sales initiatives through effective project planning and client engagement strategies.
	• Collaborated with cross-functional teams to deliver targeted sales campaigns, ensuring alignment with business goals and Customer needs.

Education

2015-07 - 2019-06	**Bachelor of Engineering and Technology (B.Tech): Computer Science Engineering**
	Baselios Mathew II College of Engineering - Kollam Kerala
	1. My Startup Inride Automotives Got Selected for Finals at Tata Crucible Hackathon held at Bangalore.
	2. My final year project HOPE 4 CANCER won 1st and 2nd prize in many National level and University level competition.
2021-10 - 2023-06	**MBA: Business Analytics /Data Analytics**
	Parul University - Vadodara, Gujarat
2013-06 - 2015-06	**High School Diploma**
	St. Basil School - GSHSEB

Certifications
PMP(Feb 23-Current)
PMI
Generative AI Overview for Project Managers(Nov 2023)
PMI
EY: Basics of Business Bronze Learning Badge(Sep 2023)
EY Internal
AI for Business User*(Jul 2023)*
Microsoft
Lean Six Sigma Green Belt(Jun 2023)
Six Sigma Academy Amsterdam(88daa181-b045-4912-8302-082e5514dd50)
Big Data Analytics (Mar 2023)
Parul University
HR Analytics in Power BI(Dec 2022)
Udemy
Microsoft Project ALL: BEGINNER to EXPERT 10 Projects 9 PDU(Nov 2022)*Udemy*