

FUNCTIONAL EXPERTISE

- Project Management Office
- Project Management
- Stakeholder Management
- Attention to Detail
- Project Communication Management
- Data Analysis and Reporting

ITC INFOTECH INDIA LIMITED

July 2022 – Sep 2023

ITC INFOTECH is a leading global technology services and solutions provider led by Business and Technology Consulting (www.itcinfotech.com). 100% owned Subsidiary of ITC Limited (www.itcportal.com). In a rapid growth phase with two Strategic Mergers into parent firm in very short duration, Headquartered in Bangalore.

Manager, PMO & Marketing Operations

Achievements:

Collaborated with the team to reduce the Vendor On boarding time by 30%, also, made a Process document governing procurement of Marketing Team.

Collaborated to Manage Budget approved and established a review mechanism with which all the teams knew their budget in hand in real time.

Led the corporate audit from the marketing team for three to four quarters and completed with zero Non Compliances.

Deliberated and Gave inputs to corporate for the next fiscal for budget Approvals for each Marketing Function.

Setup a Service PMO for the Marketing Team to support all activities.

CIVICA INDIA PVT LTD

July 2021 – Feb 2022

CIVICA (www.civica.com) provide a wide range of business-critical software, digital solutions and technology-based outsourcing services which makes CIVICA a leading partner for customers across national, regional and local government, health & care, education and public safety, together with commercial organizations in highly regulated sectors.

PMO Manager

Achievements:

Setup a mechanism to effectively approve time sheets.

Managed Director Meetings and coordinated with internal stakeholders.

Managed complete project documents related to the program and portfolio.

Coordinated Lesson Learnt, Risk Register management sessions and maintained all collaterals related to the program.

LARSEN AND TOUBRO

One of the largest Business conglomerates of India dedicated to serving Nation in all critical Areas requiring Engineering Expertise. Currently the business has got good pipeline with all its internal companies.

May 2011 – Jun 2021

L&T Technology Services

100% owned subsidiary of L&T(www.lts.com).

PMO, Chemical Sub Vertical

Jun 2017 – Jun 2021

Achievements:

Led and coordinated annual budgeting at Business unit level by defining revenue targets in line with corporate center guidelines.

Translated revenue targets at Business Unit level to the revenue targets at account level and monitored monthly revenue booked by tracking accruals and variances.

Collaborated for valid reporting of sales pipeline for the Business Unit and assisted the central team to consolidate sales projection at a company level.

Collaborated with BU Resource Manager and addressed her queries on various operational parameters. With Appropriate resource Management Successfully scaled team to a size of 300 starting from around 70.

Lead the SAP Implementation exercise from the Sub Vertical.

Hired on boarded and trained 5+ direct reports in PMO team and mentored them for their career progression.

L&T Technology Services

Operations, Plant Engineering Vertical Business Unit

Jun 2016 – May 2017

Achievements:

Got highest compliance at the BU level across the company for new tools and acted as a guide for new tools after taking the necessary training.

Ensured all timesheets are filled and approved in time so that billing can happen after validating the Time Sheets for all FP and T&M projects.

Made a methodology to check and update percentage of completion and resource sharing for the projects.

Checked all revenue inputs every month with numbers reported and percentage of completion (POC) reported and also billing rates for T&M projects.

L&T Technology Services

Finance and Accounts

Apr 2014 - Jun 2016

Achievements:

Lead collections team and ensured that collections happen on time and effectively.

Communicated to clients on change of organization name and Headquarters effective Apr'1st 2014 so that all transactions are seamless.

Released the top-line to all sales and delivery teams on a monthly basis

Setup process on monitoring and analysis of accruals so that they may not accumulate and there are proper justifications if they were taken for a given period.

L&T Integrated Engineering Services

Executive, Corporate Center

May 2011 – Mar 2014

As a part of CEO office lead the data analysis and reporting to support management decisions.

Achievements:

Managed and published revenue reporting at the company level to all sales and delivery teams in coordination with all Business Functions and Operations teams within them.

Automated and defined the process to increase the collection across sales regions and to reduce the Daily Sales Outstanding (from 100+ to 92 days), increasing profit margin.

Compiled and monitored the operational and financial data for MIS and assisted in implementation of incentive payouts and target setting for Sales and Delivery teams.

Coordinated the Budget Planning, also, shared company performance data to external agencies for business ratings.

Managed Marketing collaterals and provided inputs to any BD team being source of all data.

EDUCATION

PGDM, IT & Marketing, Balaji Institute of Modern Management, Pune.

2009-2011

B.E., Computer Science, Modi Institute of Technology, Kota, Rajasthan.

2004-2008

Research Interests:

Finance; Operations; Operating Models; Finance Models; Automation; Excel Models and Automations.

Awards:

NAC Certification: **Topped NASSCOM assessment of competence** Examination securing 99.6 %ile.

Secured 84% in National Mathematics Olympiad organized by Delhi Association of Mathematics chamber.

Was awarded **Blue belt in Taekwondo** from Kota Association of Taekwondo passing examination.

Won two **long service awards** at L&T. completing 5 and 10 years respectively two times.

Won Covid Braveheart award at LTTS for showing immense brevity in fighting covid for the business.