

SHARATH B

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Bangalore, India

SUMMARY

PMO – Having around 4 years of relevant experience in Project Management Office

PROFESSIONAL EXPERIENCE

PMO Analyst

ICICI Bank (Bangalore, India)

July 2021 - Till Date

Project Management Analyst:

- Works closely with Manager PMO to provide updates regularly on the assigned tasks
- Proactively own, follow-up and resolve issues/queries raised by internal stakeholders
- Forecast Management - Forecasting the project's revenue and cost, providing an analysis and updating it as per project's progress. Tracking monthly, YTD and ROY forecast. Variance Analysis and working on latest estimates.
- Resource Management - Working with the leads and managers to support Onboarding and Offboarding of resources, getting multiple required access, also providing WBS access to resources.
- Providing analytical support to senior management by creating necessary reports and dashboards
- Finance and Invoicing - Ensuring all the completed deliverables are billed to the client, taking care of T&M billing
- Vendor Management - Working with the Vendors and processing payments on work completion
- Dashboard Creation - Creation of various dashboards depicting the progress over different verticals using Excel
- Provide support and monitor the governance process
- Liaise with project team members to gather, analyze, and monitor project data
- Manage and support the delivery teams on all aspects of delivery
- Schedule, facilitate, and document project meetings and follow up on action items
- Providing financial reports and budget outlines to Executives
- Self-starter with ability to adapt to changing business priorities
- Ability to work on multiple tasks in parallel
- Advanced Excel, PowerPoint and MS Visio
- Status Reporting including Project status, risks and issues
- Active Participation in the various team meetings

SKILLS

Cross functional
Collaboration

Prioritizing/ Multi-Tasking

Stakeholder Management

Resource/WFM

Timesheet Management

Utilization Management

Project Status/
Documentation

Forecasting

Cost Variance Analysis

Accruals

Strong Communication
and Presentation Skill

Demand/Requisition
Management

Vendor Management

WBS Analysis

Reporting

Vendor Management

- Provide business process support to global Project Managers, by assisting through the various stages of project delivery.
- Providing analytical support to senior management by creating necessary reports and dashboards
- Resource Management - Working with the leads and managers to support Onboarding and Offboarding of resources, getting multiple required access, also providing WBS access to resources
Resource utilization is done efficiently and produces decision making reports. Collaborating with resource managers and project managers to ensure that all the resources have accurate allocations for future projections
- Forecast Management - Forecasting the project's revenue and cost, providing an analysis and updating it as per project's progress
- Vendor Management - Working with the Vendors and processing payments on work completion, PO creation, work status tracking.
- Finance and Invoicing - Ensuring all the completed deliverables are billed to the client, also taking care of T&M billing, AR report, PO burnout, various financial analysis and projections. ·
- Deliverable Management - Working with the Contract management team and creating deliverables whenever a new contract is signed, working with the Project Managers and leads to track project status and completion of deliverables. ·
- Expense Reconciliation – Performing Expense reconciliation activities for the travel and Accommodation expenses