



Deepika Sawant

Current Location - Mumbai

Email Id- dpka.s08@gmail.com

LinkedIn - www.linkedin.com/in/deepika-sawant

Contact - +91 9867470536

Professional Summary

Deepika has a total work experience of more than 9 years in **Program & Transformation Management, Financial Shared Services, Process automation**. She has led engagements on Finance org. design, process diagnostics & optimisation, transformation management and process reviews/ gap assessment for major business in the domestic and international geographies.

She has demonstrated excellence in meticulously analyzing, reporting, consolidating finance data, ensuring that the full life cycle of financial management responsibilities is covered, and risk is mitigated and management skills at the executive level including managing budget, schedules, multi-tasking many large high-profile projects simultaneously hiring & managing staff; exemplary communication skills and attention to detail to exceed client expectations and maintain high levels of client satisfaction

Expertise

Financial Reporting & Analysis | Management Reporting | Cost Management | Balance Sheet Reconciliation | GL Analysis | Intercompany Reconciliations & Reporting | Strategy Management | PMI Project Methodologies | Budget Control | Scope Definition | Business Case Assessment | Quality Assurance | Conflict Resolution | Cross-Function Leadership | Change Management

Skills

System Knowledge : Office 365, MS Excel(Advance Excel), Excel Power Query, Power BI, Adobe Package, JIRA, Confluence, Clarity, Visio

Financial Tools : Oracle R12, PeopleSoft, Hyperion Planning, ER2, Plan View Reporting tool

Education & Certification

University of Mumbai

Master of Commerce (M.Comm) - 2016

Bachelor of Commerce (B.Comm) - 2013

Certification : Certified Associate in Project management

(CAPM) | Agile Scrum Master (ASM) |

Project Management Professional(PMP) 35 PDUs completed

Prince2 Agile Foundation & Practitioner (on-going training)

Work Experience

CAPCO Technologies

Nov 2022- Present

Senior Consultant 2

Client - HSBC

Deloitte TTL

Mar - Oct 2022

Senior Consultant - Deputy Manager

Client - Fidelity International Limited | Sony Pictures Networks India

ALP Consulting

Dec 2021 - Feb 2022

Senior Consultant - Deputy Manager

Deployed to - Deloitte Shared Services LLP

Randstad India Pvt. Ltd

June – Nov 2021

PMO Lead

Deployed to – Shell

- Apply Waterfall & Agile project delivery methodologies within Project Delivery Framework (PDF)
- Work closely with PMs and other parties to ensure smooth set up of key elements for IT Project.
- Ensure PDF compliance through setting up appropriate repositories and data entries, maintaining quality data, and making sure that required deliverables are created, reviewed and approved.
- Produce project reports and ensure that status reporting is fit for purpose, complete, timely, accurate, and communicated effectively.
- Capture and track risks and issues. Maintain change logs.
- Examine project documentation/data for completeness and accuracy.
- Define and implement the PMO environment and toolset which is fit for purpose for a project. Ensure effective usage of the toolset and that adequate processes, assurance, reporting, communication, data, etc. are in place.
- Support the PM to define, sequence, and estimate resources, activities, and durations to develop a baseline schedule. Track and manage activity progress, dependencies and deviations.
- Support the PM to manage the resource plan; through initiating project resource requests to suppliers and monitoring timecards.
- Support the PM to create a project budget and work through approval processes to agree the budget. Track, report on, and reconcile actual costs and revenues across the project lifecycle.
- Coordinate mandatory reviews and audits on schedule and according to procedure. Track resultant recommendations and actions necessary to address shortcomings.
- Facilitate meetings to ensure that projects are formally closed.
- Onboard new Project Managers to the Project Delivery Framework.

Certificate of recognition

- Spot award in 2016 & 2018 for process reengineering and cutting down the time utilization by 6 WDs.
- Earned certificate of recognition for “Excellent demonstration of client focus and capabilities building in Programme Delivery and Transitions in 2019
- Star of the Quarter award in Jan 2023 for facilitating Furlough Upskilling programme for 125 resources
- CLAP award For building governance framework for Collaboration of Tribes

Nationality - Indian

Gender - Female

Date of Birth - 08/11/1991

Languages

- English (Fluent / Native)
- Hindi (Native)
- Marathi (Native)
- Gujarati (Native)

Interests & Hobbies

- Backpacked across several parts of North & Western India
- Monument Photography & Creating digital content. Awarded Corporate Photographer in 2020
- Creating Resin, Acrylic & Alcohol Ink Art

Volunteer

- Active volunteer of Zomato Feeding India;
- Flood relief in Mumbai, India in July 2005
- Activer Cat rescuer (rescued ~40 cats / Kittens in and around neighbourhood)

Freelance Projects

7Tmm films LLP

- Maintaining positive client relationships and driving new acquisitions.
- Consulting and cooperating with other executives, board members and employees.
- Developing and implementing organizational goals, procedures, and policies by Managing,monitoring, and reviewing business operations.
- Reviewing and overseeing all financialactivities, performance, and documentation.
- Managing hiring activities and contracts.

On Demand Agility – Senior Analyst PMO Jan – April'21 (Client – Credit Suisse)

- Support the senior project or program manager
- Help to define and implement the project governance model and associated roles and responsibilities
- Maintain a project plan, highlighting upcoming milestone dates
- Monitor, track, and report project progress to the business partners.
- Ensure actions, issues, and risks are identified and effectively handled.
- Prepare communications within the project and to external business partners.
- Draft key artefact documents required through the project lifecycle.
- Deliver workstream objectives to support the realization of project benefit targets.
- Maintain storage and retrieval of project communications, data, and business metrics.
- Establish and document business processes.
- Track project financials and provide regular reporting updates.

Willis Towers Watson

June'15 – Nov '20

Senior Advisor PMO

Project Governance and Reporting

- Produce initial project plans, ensure plans adhere to organizational project management frameworks.
- Development and maintenance of project management documents.

Management Reporting

- Perform monthly portfolio dashboard and project performance reporting.
- Conduct regular Project Assurance as per set governance standards by running MI Reports, creating TORs, documenting PMO process and maintaining handbooks.
- Create presentations for multiple governance forums - Programme Meetings
- Facilitate project checkpoint meetings, accurately capture actions, assist with risk-issue management, and change control (RAID Log)

Financial Management

- Review forecasts and track monthly expenses to maintain project efficiency
- Project Finance Reconciliation and conduct variance analysis.

Quality Management

- Producing, reviewing, and auditing individual project documents.
- Stake-holder management
- To seek for opportunities in improving the current governance process.

Financial shared services - Senior Associate Financial Reporting

Other Work Experience

Accountant

Salsa Readymade Garment

Jan – April '15

Apple Gifts Inc

Feb - Sep '14

VNS Steel and Iron Industries Pvt. Ltd

Dec '13 – Mar'14

Accounting Analyst and ERP Operator ERP