

Nikita Solanki

Phone: +91-7767063436

E-Mail: nikita.solanki12@gmail.com

Profile Summary

A competent professional with over 15+ years of experience of which ~8.6 years with CS in Finance, Vendor & Contract Management and Business Management related roles. Passionate about providing business management support to senior managers and a strong desire to make a difference within the organization. Open to new insights, thoughts, and processes to continuously drive improvement. Self-managing and seeking new opportunities for learning.

Work Experience

March'2017 - Present

Credit Suisse now UBS, Pune as Exempt Non-Officer

March'2015 – February'2017

On Demand Agility (Client : Credit Suisse, Pune) as Sr. Executive Vendor Management)

Roles/ Responsibilities:

- Managing hiring; ensuring tight control and accurate forecasting of headcount and financial plan from both cost accounting and portfolio.
- Managing the hiring approval processes ensuring roles are within budget and follow the workforce strategy, challenging where cost saving opportunities might arise.
- Investigating any issues on monthly accruals from forecast and communicate resolution to Finance/Accrual teams.
- Providing support on Portfolio and Cost Accounting - updating TCO packs, reviews and signs off monthly HC and provides detailed variance commentary which is reviewed by management on monthly basis
- Supporting the management on Change the Bank demand pipeline by collecting demand, ensuring completeness, preparing documentation, and coordinating reviews.
- Leading Run the bank month on month analysis against budget, including deep dive on at ticketing data and OnePPM and ensuring correct forecast.
- Producing management reports related to financials, workforce plan, vendor management, and risks for IT Leads to make strategic decisions on monthly basis
- Managing end to end budget transfer process for re-orgs.
- Managing organizational changes, implementing OE and Staff changes, partnering with key support teams to execute multiple re-orgs.
- Co-ordinating with vendor governance and management team for third party contracts, issuance of Pos, invoicing, etc.
- Updating resource and software allocations in OnePPM.
- Use of iAnalyze tool to extract and analyze allocation data.
- Co-operate with Portfolio, Program and Project Managers to ensure high quality and timely Status Reporting in company's portfolio management tool – OnePPM
- Ability to deliver against ad hoc requests, understand complex problems and implement methods of resolution.

September'2014 – January'2015

Pyramid Consulting (Client – Accenture, Pune) as PMO Co-ordinator

Key Responsibilities:

- Handling resource management.
- Creating requisition for new resources in ABACUS too.
- Co-ordinating for onboarding and off boarding.
- Responsible for giving list permissions, site permissions and library permissions to resources on share point.
- Maintaining resource database.
- Creation Distribution list and updating resources details.
- Attrition and role fulfilment tracking for vendor staff.

November'2011 – July'2014

Tech Mahindra, Pune as Associate PMO

Key Responsibilities:

- Maintaining Headcount/Billability Tracker/Attrition Tracker and sharing dashboard to stakeholders.
- Allocating resources to project by raising Service Order.
- Tracking non-billable resources and taking appropriate actions; marking resources billable in the system once allocated to the project.
- Working on Onsite rotation data and taking actions wherever required.
- Preparing Resource Utilization report on monthly basis and sharing to the finance for billing.
- Extending assignment end date of resources.
- Creating new customer in the system & follow-up with the finance team until completion.
- Creating FP and T&M quotes as per the PO for different geographies.
- Setting up milestones and ensuring the information for FP project is shared with Finance.
- Extending quote end date as per request from delivery.
- Working on Purchase Order and coordinating with Account Managers for PO.
- Follow-up with PMs to submit the Resource Utilization Sheet on time which is used for invoicing.

- Worked as **HR Executive** with **Harmony Realty and Land Developers, Pune** from **August'2010 - October'2011**
- Worked as **IT Recruiter** with **Absolute HR International, Pune** from **September'2008 - June'2010**
- Worked as **IT Recruiter** with **Work sphere**

Education Qualification & Certifications

May - 2018

ITIL Foundation - Version 4

May - 2010

Graduation in Commerce

Pune University

Tools and Technologies

- Internal Contract Management Tool – MyShop S2O
- Internal Finance/ other tools – Peoplesoft Finance, OnePPM, hiring tool, Resource forecaster, sharepoint
- Microsoft Office Suite
- Operating Systems: Windows (XP, 7, 10, Server)

Honors and Curricular

- Awarded with **SPOT** award in Q1 2023 in Credit Suisse for managing & supporting Contract Renewal Process for other areas.
- Recognized with “APAC IT Quarterly Star Team Award” in Q2 2020 in Credit Suisse.
- Appreciation received from project leads for performing UAT & assisting in seamless transition of Vendor invoice processing to new tool in Credit Suisse.
- Won “Cookies” for FY 11-12 Q4, FY 12-13 Q1 and “Pat on the Back” for FY 12-13 – Q1, FY13-14 – Q1 in Tech Mahindra.

Skills and Competencies

SME for Vendor Invoice processing- Played pivotal role in controlling the aged debt for vendors and produced cost save of ~250K CHF in 2017.

- Got several appreciations by the Group IT Finance team for being 0% on pending items despite handling the biggest population of vendor staff.
- In 2019, was involved in creating contract management e-learning (Managed Capacity, Managed Outcome – Agile) which is used internally in CS.

Personal Information:

Home Address: Parmar Park Phase 2, Jambulkar Chowk, Wanwadi, Pune - 40

Date of Birth: 12th January 1990

Gender: Female

Nationality: Indian

Languages: English, Hindi, Marathi Marwadi and Gujarati