



Somya Sharma

Project Management Officer

 Bangalore, India 560048

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Experienced PMO looking to restart after a career break of two years. Skilled in project management with demonstrated history of implementing effective project governance practices to drive continuous process improvements. Extensive experience in managing project activities, status reporting of project milestones, dependencies, risks and issues, and effective communication across leadership



Skills

- Domains: Banking and Financial Services (BFS), Telecom and Healthcare
- Clients: Capital One bank (US), Mashreq Bank (Dubai), Barclays Bank (UK), Ujjivan small finance bank (India), Optus and Telstra (Australia)
- Stakeholder and Risk Management
- Project planning and development
- Project Management
- Software Development Lifecycle
- Budget tracking
- Performance Evaluations
- Agile and Scrum



Work History

PROJECT MANAGER

Clari5, Bangalore

- Work with internal teams to obtain an in-depth understanding of the product and the documentation requirements
- Establish frameworks and standards for Project Management and compile project related financial and KPI information
- Planned, designed, and scheduled phases for large projects
- Provided detailed project status updates to stakeholders and executive management
- Implement efficient stakeholder and team management practices and get client sign off on completion of key milestones
- Tracking of project plans, associated risks, issues, actions, costs and schedules, preparing RAID logs and weekly status reports to the senior management and key project stakeholders

2019-12 - 2021-05

2019-02 - 2019-05

- Monitored project progress, identified risks and took corrective action as needed
- Coordinated with cross-functional teams to resolve project issues and mitigate risks
- Tracked project and team member performance closely to quickly intervene in mistakes or delays
- Recruited and oversaw personnel to achieve performance and quality targets

MANAGER - PMO

Mashreq Bank, Bangalore

- Review and validate statement of work (SOW) and provide executive visibility to project, program, portfolio and functional level status, issues, risks and costs
- Maintain, and revise proposals for assigned projects including project objectives, technologies, systems, information specifications, timelines, budget, and resources
- Oversee project costs and ensure finances are well managed
- Accomplished multiple tasks within established timeframes.
- Resolved staff member conflicts, actively listening to concerns and finding appropriate middle ground.
- Maximized performance by monitoring daily activities and mentoring team members.

2016-03 - 2018-01

Advisory System Analyst

IBM India pvt ltd, Bangalore

- Planned, supervised and lead projects from initiation through to delivery and support within projects. Utilize resources and use formal processes and tools to handle resources, budgets, risks and changes.
- Ensure deliverables meet requirements, internal and external collaborators are satisfied and it meets project plan's obligations regarding specifications, quality, costs and timeframes
- Maintained accurate project schedule with breakthroughs and contingency buffers.
- Ensure risks are identified and recorded with mitigating actions agreed.
- Supervise forecasted and actual hours/budget for project delivery, handle any deviations and supervise progress and tracking based on budget constraints.
- Assisted with day-to-day operations, working efficiently and productively with all team members
- Acted as team leader in group projects, delegating tasks and providing feedback

2006-10 - 2016-02

Data Warehousing Specialist

Satyam , HP , Cognizant , Capgemini, Bangalore

Acted as team leader in group projects, delegating tasks and providing feedback. Experienced Software Warehousing Specialist with a proven track record in prominent companies including Satyam, HP, Cognizant,

and Capgemini. Adeptly served in roles ranging from Developer to Team Lead, specializing in data warehousing within the BFS and Telecom domains. Proficient in utilizing industry-leading tools such as Teradata, Ab Initio, and Cognos to deliver data-driven solutions that optimize operations and drive business growth



Education

2002-05 - 2006-07



B.E: Computer Science Engineering

RAJASTHAN UNIVERSITY - Jaipur

GPA: 79.6

2001-01 - 2002-07



HSSC (12th)

C.B.S.E - CBSE

GPA: 67.4

1999-05 - 2000-07



HSC

C.B.S. E - CBSE

GPA: 68.2



Certifications / Awards



Prince2 Foundation



Certified Scrum Master



Agile by udemy



Teradata, Cognos, Abinitio



Scored Second position in Hackathon presentation @Cognizant



EUREKA Award from Capital one Client