AKULA. Prem
Contact Number: +91 9701843164/+91 9705342695
E-Mail: akula.prem.2706@gmail.com

Present work Details

Company: TATA CONSULTANCY SERVICES
Base Country: India
Current Location: Hyderabad
Preferred Location: Hyderabad/Abroad

Profile Summary

- Having total 11.3 years of experience as an PMO Lead.

- Experience on interacting with diverse service practices across locations.

- Outstanding organizational, time management, planning, and problem-solving skills

- Deriving the required gross margins as advised by leadership teams.

- Expertise on contract commercial process, billing, budget additions.

- Experience on aligning all account related activities to both leadership teams, ISU, RMG & Unit heads.

- Experience on Project Management Reports, Business travel, GPS reports, cost, revenue reports e.t.c

- Expertise on all Won related activities, Key member access, location access, enterprise analytics e.tc.

- Expertise on all the PRM activities like, allocations, extensions, releases, time sheets.

- Experiencing in all Administrative tasks, infrastructure activities facility management systems,

- Experiencing in handling resource staffing & work force plan.

- Experience in handling transportation tasks & SBWS.

- Have good communication skills, learning ability & team building.

- Received multiple Awards & Appreciation from customer & team leads.

Skills

Software Skills	Microsoft Office, Visual basic, SQL
Operating System	Windows 10
Tools Used	Jira, Excel, Word,
Total Experience	11.3 years (Since 01-Oct-2011)

Educational Background

B. Tech	Computer Science & Engineering	JNTU, Hyderabad
Diploma	Computer Science & Engineering	Mysore University, Bangalore
SSC	English Medium	APSSC

Role & Responsibilities.

PMO Lead

Administrative Activities:

- Coordinated with Administration /Security teams to allow the associate with escort permission into Office & Zones
- Coordinated with transportation for Adhoc cab requests as requested by the associates/Leads.
- Worked on SEZ compliance &Facility Management systems.
- Coordinated with administrative teams for client visits whenever request comes from the account team.
- Coordinated with Telecommunication teams for Instrument replacement &/repairs
- Helped associates how to raise the Work from Office requests when they need it

. **Infrastructure Reports**:

- Allocating the assets to the associates with the coordination of IT IS/Corporate Teams.
- Raising the GPS for the software's/Hardware based on the associate/team lead requirements & following up with concerned teams till the closure of GPS/PO.
- Helping the associates to raise the Material Movement tracker requests for both Inward &outward asset movement

. **Resource Management**; & HR Management

- Coordinating with resource management group to provide the associates based on skill set required for the project teams.
- Creating requirement gathering system ID's based on the associate location, skill set & competency for evaluation & allocatio n into the account/project teams.
- Coordinating with resource management for Delivery Unit change requests for allocation of associates.
- Assigning bill rates in the respective WON's for allocating the associates.
- Approving the Business associates time sheets for getting the salaries in time.
- Selecting the candidates for project requirement through GBAMS.
- Downloaded the Resumes from the GBAMS & scheduled the interviews with the job Seeker & the Interview Panel.
- On -Boarding & Off-boarding the associates as per the project Team Leads &informing the RMG team to utilize them for other accounts/other projects.
- Releasing & extending the allocations aper the Project leads updates.
- Informing the HR spoc to Terminate the BA's from the system.

Learning & Development

- coordinating with associates/ Leads from the respective teams to complete the mandatory courses for career growth in the account.
- Coordinating with associates/leads to complete the certifications based on role & eligibility.

Time sheet Management:

- Approving of time sheets for timely completion of monthly billing
- Filling timesheets of the associates from back end for billing & getting the salaries in Ontime

Project Resource Management

- Worked on Fresh/Future allocation, modify allocation, percentage allocation, mass allocation, allocation movement

- Worked on project allocation history reports, designation wise allocation efforts, key member report, allocation details, emp loyee depute/travel details

Enterprise Analytics

- Worked on Billing, Revenue & collections, milestone, revenue& bill rate details
- Worked on project & contract management reports like Project report, PMR report, unbilled manpower reports
- Worked on expenses reports like Cost report & BA cost Report

Project Commercial Management

- Worked on contract commercial, performance obligation module, commercial module, define/update bill rate.
- Worked on project utilities, WON management, SWON Management, utilities like segment correction, customer site correction, mass key member
- Worked on billing, invoice configuration, assigning bill rates, WON invoicing, extending of bill rates.
- Adding the stake holders to the WON as requested by the account leads
- Adding the budget in the WON 's for raising the GPS requests.
- Worked on Bought out cost reports

- Coordinating with the vendors/approvers to approve the GPS requests from their queue.
- Providing the billing information to the project leads after billing is done on their respective WON's.
- Creating of Won's & reducing the budget in the Won for forcible loss
- Shifting the Revenue to the current Quarter from to the previous Quarter to reduce the forceable loss (FL) from respective WON's.

SLNO	Name of the Topic	Description
1	POB Creation	Whenever the Contract Id is generated used to create POB for WON creation by filling up the mandatory fields and submit it for approval
2	WON creation	Once POB is approved used to create WON's using the contract ID by filling up the mandatory fields and submit for approval
3	Define Bill rates	Once WON's & POB 's got approved we used to define the bill rates in Financial/Commercial module as per Statement of Work Oder & submit for approval
4	Assign Bill Rates	Bill rates which are approved in FCM then will assign Bill rates to associates for allocation
5	Stake holders	Adding the required Stake holders to the WON's as per the Management requirement
6	Cost Budget	We used to define the Cost Budget in the WON as per the Designation
7	Project value & Milestone	Defining the Project value & Milestones as per SOW & submit for approval & billing the Milestones
8	Tagging Won to Project ID	Once Won is created, we used to tag them for a project ID for Audit, upp's CSS as per the Leadership &DEG team Requirement
9	Task Assigning	Assigning task to associates to fill Time sheets
10	Time sheet approvals	Approving time sheets for month end billing
11	Creating Billing Entity	Creating billing entity for grouping two or more WON's for smooth billing
12	Exporting Billing Vitals	Exporting Billing Vitals from Timesheets to PCM
13	Manual Billing Vitals	Raising the Manual Billing vitals for those associates who are not billed previously
14	Invoice Delivery	Will deliver the Invoices to the customers once the billing invoices are generated
15	UUCB & Forcible loss	Removing the extra efforts from one quarter & utilizing them in next quarter
16	Creating RGS	Creating RGS for New replace/Attrition/Business Associates/Experience associates
17	BA Time Sheets	Approving the Business Associates time Sheets for getting their salaries in on time
18	Global Procurement System	Helping associates to raise the GPS as per their requirement
19	Bought out Costs	Analyzing the costs that are raised by project teams for their requirement
20	Fresh Allocation	Allocating the associates when they are newly Onboarded to project
21	% Allocation	Performing % allocation based on DL/TL requirement to the associates
22	Allocation Movement	Performing Allocation movement of associates across the WON's as per the DL/GL /TL requirements.
23	Releasing associates	Releasing associates from the project /Account based on the inputs provided by their supervisors.
24	Head count Analysis	Analyzing how many trainees/BA's/EPs in different WON's
25	Updaptation of Financial trackers	Updating the Account Receivables/Cost Report/Finance reports as per the Management requirement.
26	Accounts payable & Receivable	Coordinating for Payments & getting mapped with concerned teams in the revenue registers.
27	PMR reports	When PMR is schedule for a Project team used to provide PMR, Financial trackers for successful Audits

Audit reports

- Asset Inventory report

- Relationship score card & spot checks
- AMC Records of Firewalls, Routers, Project Servers – Dedicated assets
- Latest Network Diagram
- Hardening Reports of Routers, Firewalls, Project Servers, Domain Controller, Additional domain controller
- Antivirus Reports for Laptops and Desktops
- OS Patch Update Reports for Laptops and Desktops
- OS Patch Update Reports for Project Servers, Domain Controller, Additional domain controller
- Latest IOS Update detail for Firewall/ Router
- Group policy on AD Server
- Network scan report from IS team for the following

  - CD/DVD/USB port status report
  - List of Admin rights users on ODC machines

- ACL for local file share provided by IS team
- Media Scan Report
- Active User list in the dedicated VLAN

- Data Back up and Restoration logs for last 3 months
- Logs (Change Password, Change Secret Question/ Answer, Forgot Password) of password management on dedicated Domain controller/ Additional domain controller
- Event logs on servers and networking devices (On applicable assets) and log reviews
- Firewall Rules Reconciliation
- Time Synchronization of desktops/ servers/ devices on NTP Server
- Vulnerability Assessment (VA) reports on all the applicable assets along with VA Closure report
- Risk communication and acceptance if VA findings are open
- Penetration Testing (PT) Report on all the Internet Facing Devices (Dedicated to project)
- Active User list - Compare the list with the HC details, revocation of IDs from the DC / ADC etc.
- Data Back up and Restoration process for the dedicated servers and network devices.
- Whether the logs were backed for network devices? How long the logs were retained? Where it is stored? Whether the logs were tested by restoring?
- Whether the system state back up is happening for servers?
- How will the team restore if the DC / ADC / DNS / DHCP / AV / WSUS servers crashed? How long does this activity of restoration will take? Whether this has been captured in Availability Risk Register etc
- LOGS & Authentication of servers and Network devices
- How the logs from the servers, network devices had been captured (whether it is collected to Syslog servers)
- How long the logs were kept,
- is anyone monitoring and analyzing the logs
- Whether the SIEM is configured
- How is the authentication happening for routers and Firewalls (TACACs / TACAS+) or local users created in the network devices?
- Whether there is a segregation of duties?
- Whether there is any two-factor authentication?
- Whether the IDs and access was revoked whenever there is a change in the IS team?
- What is the process followed to create or getting access to the servers and network devices for the IS team?
- Who are all from the IS team can access the network devices, servers etc?
- What is the password policy (8 charac or 14 charac)
- Whether the administrator password policy is same as the normal user?
- Any local users created in the Servers and network devices? If created what is the purpose? Who had approved?

Other Responsibilities:

An initiative program defined by TCS (iON).

- Coordinating with the internal Subject Matter for the creation of Question paper Content.
- Reviewing the Content which was created by the Subject Matter Experts.
- Correcting the mistakes with the help of Concerned team.
- Coordinating with the External Subject Matter for Reviewing the Question paper Which was created by the Internal Subject Matter Expert for a good Quality of Question Paper.
- Generating the Invoices for the External Subject Matter Experts.
- Following up for budget allocations & Swon allocations with concerned teams.
- Preparing the Delivery review pack & submitting to the Delivery Manager.
- Preparing the Control Pack & submitting to the concerned teams for review.
- Following up withe Project Managers to provide the data for the Tower Approved Forums.
- Updating the Red, Amber, Green Project Status to the Management for review.
- Providing the Share Point & required access to the concerned Team Members whenever required.
- Tracking of Leaves, Mandatory courses, Security Economical Zones Status of the Team members.
- Obligation modules for the for reviewing the revenue from the management side.
- Calculating the Time & Material Billing & submitting the invoices to the client.

Total Experience

Company Name	Start Date	End Date	Role
Tata Consultancy Services	17-Jun-2015	Till Date	PMO Lead
Genius Consultancy Services (Contract associate to TCS)	1-Oct-2011	15-Jun-2015	Business Associate

Personal Details

DOB	27-Jun-1984
Languages Known	English, Telugu, and Hindi
Contact Details	+91 9701843164(primary) +91 9705432695(Secondary)
Email ID	akula.prem.2706@gmail.com
Passport #	G2845047
Date of Issue	28-Feb-2017
Date of Expiry	27-Feb-2027

Awards

Award Name/Certificate	Year
X celerate Warrior Certificate	11-Jan-2023
On the spot Award	01-Aug-2022
On the Spot Award	12-Jul-2022
Applause Award	08-Mar-2022
Appreciation Award	26-Mar-2021
Service commitment Award	17-Jun-2018
Service commitment Award	17-Jun-2020

Place: Hyderabad
(AKULA. Prem)