

Anjali Panigrahi

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I bring over total 6.2 years' experience in which 2 years of expertise in Project Management Office (PMO) & 4.2 years of experience in HRBP, with a proven track record of optimizing business operations and achieving seamless project workflows. My strong organizational skills, coupled with the ability to multitask effectively, have enabled me to excel in fast-paced environments. With a keen eye for detail and exceptional problem-solving abilities, I consistently ensure high quality and on time deliverables.

EMPLOYMENT SUMMARY:

Infinite Computer Solutions (I) Ltd.

Tenure: Apr'21 – March'23

Designation: PMO Senior Executive

ROLES & RESPONSIBILITY: - PROJECT MANAGEMENT OFFICE (PMO):

- Actively interacting and supporting various project Managers/ Account Managers and Program Managers in the delivery of complex projects including project reporting, preparing Monthly and quarterly performance Dashboard for Client review call. Preparing Project's revenue Forecast Vs Actual report and Run Sheet.
- Monitoring the progress of Portfolio regarding project plan, budget: actual Vs forecast and cost tracking.
- Creating a resource capacity/ Resource Pool plan in understanding the availability. Manage resource availability pool and coordinate with the project manager to ensure the resource is placed in his/her fit it positions based on their skill set.
- Maintaining tracker on certification completion and following up with the resources to complete on priority.
- Collating the actual revenue generated month on Month by projects and reporting to the BU head to understand the actual revenue against the planned revenue.
- Creation and maintenance of central project repository and documentation such as SOW and CR (New, Renewal and Extension).
- Responsible for various running PMO responsibilities such as documentation, Governance, creating training materials/guides, advocacy, and adherence to standards, reporting, and supporting project budget controlling.
- Support in date-to-date Operation activity such as Training, WFH Status, Appraisal, Timesheet collection, MIS, PO's, CAC exam, coordinating for Panel Interview.
- Employee engagement activity such as coordinating manager 1 on 1 and Skip level interactions
- Support the country manager with coordinating any kind of ad hoc requests with his wider team
- Facilitating Entity and project creation on portal.
- Working on GM% with program manager.

- Coordinating end to end for new client visit.
- Preparing Portfolio Hierarchy cart.
- Helping Program Manager to Reducing revenue lag by utilizing Non Billable resource by placing them as shared resource with other projects.
- Good knowledge of MS Project, MS Office , SharePoint, Teams.

Key Interactions:

Project Managers, Program Manager, Program Director, Sales Manager, Business Unit Heads
Domain Experts: - Stakeholders (HR, Admin, Finance, Commercial, IT Support Team)

Infinite Computer Solutions (I) Ltd.

Tenure: Dec 2011 – Sep 2015.

Designation: HRBP Executive

ROLES & RESPONSIBILITY: HRBP

- Joining to Exit process for the entire IBM BU and Key account (i.e Adobe, Sapient, Philips Accenture and Capgemini) across locations
- Interact with Bank Representative for the bank account opening in order to ensure timely credit of salary.
- Vendor management: handled 140 vendors across India to ensure timely and desired profile to client.
- Handled New Vendor Alignment, Validating the alignment documents sent by vendors.
- BGC SPOC - Maintained trackers and developed monthly reports, dashboards & BGC reports of all employees with the status & closure dates. Coordinate with employee for any discrepant report and ensure to close it as per SLA.
- Follow up with resource to fill in the timesheet and ensure that the timesheet is approved by their reporting manager at client location.
- Maintaining CSA tracker.
- Generating Vendor Purchase Order (PO) in IBM portal for Billable resources.
- Liaised with multiple stake holder like IT, admin, commercial and finance in order to ensure smooth on-boarding and off-boarding formalities.
- Handling Travel Expense of employee.
- Facilitated recruiters in Drives.
- Follow HR goals and improve operational effectiveness by continuously improving the processes and bringing in process automations wherever required.
- Prepare and present daily operations reports and dashboard on the operational efficiency and improvements required.

- Handled employees' queries.
- Employment engagement activities

IBM NETWORK SOLUTIONS (Manpower Service India Pvt Limited's Payroll)

Designation: HR Executive

Tenure – Jul 2011 – Nov 2011

ROLES & RESPONSIBILITY: HRBP

- Handling Onboarding and Off Boarding Formalities
- Helping recruiters in Sourcing profile from the portal
- Releasing Offer letter
- Handling Onboarding compliances

Qualification

Education	Stream	Year of Pass out	Grade
MBA	Human Resource Management	2011	7.93 CGPA
BBA	Human Resource Management	2009	80%
12th	Arts	2006	79%

Award & Achievements

- Awarded as Best Performer Quarterly at Infinite Computer Solutions
- Awarded with spot awards multiple times
- Best Monthly Performer – Nov 2021

Declaration:

I hereby declare all the above-mentioned information to be true to the best of my knowledge and belief.

Signature
(Anjali Panigrahi)