Akansha Srivastava

Program and Project Management Senior Analyst

Summary

An enthusiastic PMO professional with 4+ years of experience in an IT Industry. Supporting Project Managers by using my knowledge and experience to deliver the deliverables on time and to run projects smoothly.

Contact

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Hobbies

- Travelling
- Cooking

Skill Highlights

- Project management
- Forecasting
- Budgeting
- Rate Cards
- Stakeholder Management
- Procurement/Order Management
- Supply Chain
- SOW/MSA Creation
- Reporting
- Power BI
- Resource Management
- Timesheet/WBSe Management
- Billing Submission
- Invoice Management
- Vendor Management
- Project Creation/Amendment
- Scheduling
- Team Management
- Demand/Supply management

Experience

Program & Project Mgmt Senior Analyst (25th Nov'21- till date)
Accenture Solutions Pvt Ltd. (Gurugram)

- Tracking Project performances and manages resource management, forecasting, timesheet management, billing activities
- Responsible for resource assignation/allocation and roll off as per project requirement. Manages resource onboarding and their timesheet approvals/adjustments.
- Responsible to manage resource leakage, their chargeability utility.
- Maintains rate card and loaded cost rates of a resource in order to bill to the customer/client
- Manages project budget and WBSe assignation.
- Manages entire Supply Chain lifecycle from identifying project requirement to get the PO released and processing vendor payment by using Ariba and SAP.
- Manages vendor registration, invoice validation and invoice processing as per vendor payment terms, negotiate rates and deadlines with vendors to remain under budget.
- Manages project Head Count (HC) and its pipeline.
- Well versed in stakeholder management by communicating through calls/emails/MS Teams
- Handles project demands and makes sure to fulfill with supply and takes it to closure.
- SLA management – by coordinating with multiple stakeholders/internal teams makes sure that we fall under SLA
- Manages project creations, SOW/MSA creation and its modification
- Good with creating/publishing trackers, reports and dashboards

PMO Executive (14th Nov'2018 – 24th Nov'2021)
HCL Technologies

- Responsible to perform tasks on behalf of Project Managers to help them running the projects smoothly.
- Well versed in project procurement, identifying project requirement and raise Purchase Requisition accordingly
- Well versed in follow up with multiple stakeholders/approvers and with business unit/business heads till PO creation, item/service delivery and maintain track of data

- Responsible to perform GRN/SES on behalf of project managers in order to acknowledge project procurement delivery
- Responsible to get new vendors registered with the organization and make changes in existing ones (if required).
- Involved to manage project events and worked towards selecting quote and finalizing vendors.
- Scheduled meeting and conferences as per project requirement
- Hands-On experience on Project Initiation – customer/internal project creation, project closure.
- Able to monitor/complete assigned tasks to meet SLA.
- Well versed in pro-active follow up with multiple stakeholders/approvers and with business unit/business heads till PO creation, item/service delivery and maintain track of data.
- Maintained daily activity reports, goods hands on MS Excel.

Education

- Degree in B.COM Program (2018)
- Senior Secondary education (12th) from Delhi (2015)
- Secondary education (10th) from Delhi (2013)

Certifications

Training Project Management (Google)

Achievements

- Certificate of Recognition (Power Platform Conversant Bronze)
- Guinness World Records (Certificate for participating in Online Photo Album displaying Digital Certificate as part of Microsoft Power Platform Campaign).

Other Proficiencies

Advance Excel (Pivot, Charts, Dashboards)
Power BI
MS Powerpoint
MS Word
Outlook
Project Management Tools (SAP, Ariba, Project Initiation etc)

Declaration

I hereby declare that the information given above is true and correct to the best of my Knowledge.