Professional Project Management Specialist with experience working with teams to accomplish short- and long-term project goals. Managed budgets and monitored project costs. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

**Lead - PMO**

**Wipro Ltd**

09/2019 – present

* Managed team of 8 employees, overseeing hiring, training, and professional growth of employees.
* Working closely with ADH & DM'S
* Reported regularly to managers on project budget, progress and technical problems.
* Adhered to budget requirements with excellent planning and consistent expense monitoring.
* Sourced, vetted and managed vendors needed to accomplish project goals.
* Built successful project plans covering objectives, resources and staffing to meet schedules.
* Tracked project and team member performance closely to quickly intervene in mistakes or delays.
* Scheduled and facilitated meetings between project stakeholders to discuss deliverables, schedules and conflicts.
* Identified issues, analyzed information and provided solutions to problems.
* Prepared a variety of different written communications, reports and documents to ensure smooth operations.
* Used Microsoft Word and other software tools to create documents and other communications.
* Created plans and communicated deadlines to ensure projects were completed on time.
* Managing Forecast Vs Actual revenue targets and tracking daily closures .
* Preparing presentations for monthly customer review's.
* Handling On-boarding & Off - Boarding , tracking open indents

**IT ASSET MANAGEMENT SPECIALIST and desktop support engineer**

**Tata consultancy services**

06/2014 – 08/2019

* Design and execute asset management policies, procedures and processes.
* Managed 10,000 assets
* Manage acqusition , deployment , utilization , tracking , security and final disposal of assets.
* Manage a team of IT Asset Analyst
* Manage asset reconciliation and asset disposal agreements
* Assist in inventory management, procurement and shipment
* Analyze purchasing effectiveness and resolve purchasing issues
* Oversee contract negotiation, contract renewals and vendor management activities.
* Monitor and control expenses within allotted budget
* Prepare and manage IT asset capital and expense budgets
* Ensure audit compliance for the IT assets
* Guide IT asset associate in the daily administration of the asset management activities.
* Setup desktop computers and peripherals and test network connections
* Install and test desktop software applications and internet browsers
* Provided desk-side support for laptop and desktop computers
* Provided desktop/network support to 1600 corporate users
* Installing the software applications like SAP GUI , MS SQL Server , Weblogic TIBCO , Dorlet etc .
* Handling Software installations and Skype VPN Connectivity Issues

**ASSET MANAGEMENT SPECIALIST and project coordinator**

**APONLINE LTD**

11/2010 – 06/2014

* Collects and delivers project information about all projects in an organization, to executives and stakeholders
* Provides support, guidance and direction to many project managers
* Managing project documentation (including risk registers, known Error Data Base , Hand over take over , Project Metrics etc )
* Consolidation and analysis of the data collected from various projects and communicating status to the management for review
* Coordinating with residential engineers for identifying & resolving the issues related to networking equipments
* Generating Project Status report using CA EHealth tool
* Communicating with End customers , Project team & Vendors to meet SLA requirements
* Call logging with concern vendors and tracking the issues until they get resolved
* Maintaining the assets and allocating the assets in Global Procurement system
* Verifying the invoices & Purchase Orders submitted by various vendors and Processing the invoices for payment
* Coordinating with Finance team for releasing the payments
* Accepting the purchase orders in Global procurement system according to the invoice value
* Tracking all the hard ware equipment issues on daily basis and reporting the status to higher officials
* Verifying and submitting the travel allowances submitted by the employees
* Preparing the Project related documentation like Audit related documents and Project status
* Support in preparing the bid documentation / Tender Documents
* Configuring the Switches & Routers
* Testing the network link between End locations to State Data Center.

**Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Desktop Support | * IT Hardware Asset Management | * Project Management |  |  |

**Education**

**Bachelor, Technology** Graduated, July 2010PRRM College of Engineering and technology Marks 67%  
JNTU Hyd Board Division 1  
Hyderabad, Telangana

**10+2** Graduated, July 2006MNR Jr College Marks 76%  
Intermediate Board Division 1  
Hyderabad

**SSC**

Viswabharathi Vidyalayam Graduated , April 2004

SSC Board Marks 80 %

Machilipatnam Division 1

**Declaration**

I, Nalini, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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Nalini Kruthiventi

Hyderabad