KAUSIK GUPTA

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Professional Summary

- Remarkable project management experience with ability to build an effective team
- Profound knowledge of systems administration in a Linux environment.
- Sound troubleshooting and debugging skills.
- Ability to prioritize across multiple requests.
- Proficient with Microsoft Office including Word, Excel, and PowerPoint.
- Proven ability to use drafting, Business Warehouse, project management software and SAP Business software.
- Ability to manage, communicate and direct the work of employees and contractors.

Skills

- Data management
- Team leadership
- Budgeting and finance
- Self-motivated
- **Project management**
- Operations management
- Staff development
- Release Planning

- Process implementation
- Extremely organized
- Risk management processes and analysis
- **Dynamics AX**
- **EXCEL**
- **JIRA**
- **AGILE**
- **Kanban Board**

Work History

Planning Consultant 08/2018 to Current
Danske IT— Bengaluru, KA

- Identify opportunity areas and plan strategic big bets with the leadership teams and arrive at possible solutions.
- Project Planning and Management – Define project scope and schedule while focusing on regular and timely delivery of value; organize and lead project status and working meetings; prepare and distribute progress reports; manage risks and issues; correct deviations from plans; and perform delivery planning for assigned projects
- Structure the operations framework and involve key owners for execution of various initiatives

- Have an analytical bent of mind to build state of the art dashboards and reports for the consumption of stake holders
- Provide one of one support consultation or bulk of the customer as required.
- Demonstrate continuous improvement, productivity and Agility mindset to strive delivering an amazing customer experience and function as a highly productive and evolving team.
- Work collaboratively and effectively with a diverse technical and business user groups

Project Management Office (PMO), 04/ 2017 to 08/2018
Wipro Technologies — Bengaluru, KA
Project Name- Lloyds banking Group (LBG)
   Team Size- 220

- Dashboard Management — various data need to process and published for corrective actions. Roadmap need to be discuss with PMs and management.
- Forecast Vs. Actual (Finance) Management — Tracking bum rate on weekly basis to keep the transaction smooth and avoid any deviation in financial forecast.
- Change Request — Tracking the change requests for closure and updating the PMs for further action plan.
- Client Engagement — Managing the life cycle or customer by taking client feedback and working on action plans
- Supported Chief Operating Officer with daily operational functions.
- Mapped process activities to desired outcomes to rectify operational inefficiencies.
- Recommended operational improvements based on tracking and analysis.
- Mapped current processes and offered recommendations for improvement.
- On-boarding and Off-boarding formalities

Business Operations Executive, 05/ 2016 to 04/2017 Wipro
Technologies — Bengaluru, KA
Project Name- HP Digital Team
Size- 138

- Established project control procedures such as project forecasts and cash flow projections.
- Established operational objectives and work plans and delegated assignments to subordinate managers.
- Initiated rollout of new enterprise software solution for sales reporting.
- Trained, coached and mentored staffs ensure smooth adoption of new program.
- Implemented innovative programs to increase employee loyalty and reduce turnover.

Education

B. TECH: Computer Science, 2014
KIIT University - Bhubaneswar, OD, India