

POOJA GURU

PROJECT ANALYST / JUNIOR PROJECT MANAGER

BTM 2ND STAGE, BENGALURU | +917978758356 | POOJAGURU.BRJN66@GMAIL.COM

PROFILE SUMMARY

- Experienced PMO with over 3+ years of experience in project Management and client management activities.
- Strengths in Analytical thinking and Decision making backed by training in end to end project management.

PROFESSIONAL SKILL

| | | | |
|-------------|---------------|------------|--------------------------|
| SAP | WORKDAY | SQL | SPREADSHEETS |
| FIELD GLASS | GOOGLE CHARTS | MS EXCEL | ADVANCE EXCEL |
| SERVICENOW | | POWERPOINT | MICROSOFT PROJECT SERVER |

AREAS OF EXPERTISE

- Stakeholder management
- Resource allocation
- Vendor management
- Onboarding
- Invoice initiation
- Project code creation
- Timesheet Management
- Team management, People management
- Schedule Management
- Project coordination & presentation
- Project Review Dashboard

WORK EXPERIENCE

Designation : JUNIOR PROJECT MANAGER (Project Analyst)

APRIL 2022 – PRESENT

Company : BANK OF AMERICA

Responsibilities :

- Responsible for end-to-end project management and client management activities.
- Managing project execution end-to-end by defining the project plan, initiatives, and success measures.
- Coordinating with internal teams and third parties/vendors for the flawless execution of projects.
- Ensure that all projects are delivered on-time, within scope and within budget.
- Develop a detailed project plan to monitor and track progress.
- Planning and Execution of the Assessments or Projects in coordination with Client and teams.
- Reporting and escalate to management as needed.
- Managing the relationship with the client and all stakeholders.
- Establishing and maintaining relationships with third parties/vendors.
- Create and maintaining comprehensive project documentation.

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WORK EXPERIENCE

Designation : JUNIOR PROJECT MANAGER (Project Analyst)

APRIL 2022 – PRESENT

Company : BANK OF AMERICA

Responsibilities :

- Managing and controlling the On-boarding and Off-boarding process.
- Responsible for weekly/monthly/quarterly/yearly metric reports preparation.
- Regular interactions with clients and onshore leads to understand the current and forecast demands details.
- Responsible for generating invoices and completing the projects billings on time and work closely with the finance team to update the rate cards of resources.
- Work with multiple internal teams and vendors to identify the supply side of resources and filled the demands with no negative client impact on the project.

Designation : Project Analyst (PMO)

APRIL 2021 – APRIL 2022

Company : AMAZON

Responsibilities :

- Managed project execution end-to-end by defining the project plan, initiatives, and success measures.
- Handled vendor management for sourcing Resources.
- Contributed to project planning and overall strategy.
- Prepared, reviewed, and maintained project documentation, presentation, and reports.
- Worked constructively with other cross-functional teams and senior management.
- Project code creation and maintenance.
- Creating of templates, setting up process and managing the execution of it.
- Handling Vendor and stake holder management.
- Monitored and evaluated the overall project and actively communicated the project situation to respective stake holders.
- Providing operational support such as liaising with stakeholder, tracking timelines.
- Customer management.
- Responsible for timely updates of project SOPs and process manuals.
- Maintained Invoice initiation.

Designation : Project Analyst (PMO)

DECEMBER 2019 – APRIL 2021

COMPANY : CHAMPION INFORMATICS PVT. LTD.

Responsibilities :

- Managed end-to-end by project plan, initiatives, and success.
 - Measures
 - Prepared, reviewed, and maintained project documentation, presentation, and reports.
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EDUCATION

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|--|-------------|
| Master of Business Administration Regional College Of Management in Finance and HR Specialization, Bhubaneswar | 2017 – 2019 |
| Bachelor of Science in Computer Science Government Autonomous College , Rourkela | 2014 – 2017 |
| Intermediate (10 + 2) Vikash Junior College, Sambalpur | 2012 – 2014 |
| High School (10th) Saraswati Sishu Vidya Mandir , Brajrajnagar | 2012 |

STRENGTH

- Project management
 - Collaborative
 - Leadership skills
 - Flexibility
 - Adaptability
 - Detail-Oriented
 - Positive Attitude
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DECLARATION

I hereby declare that all the above-mentioned information is true to the best of my knowledge.

POOJA GURU