Shrinivas Iyer

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Date of Birth: 28th July, 1984

SUMMARY

- Data Analysis and PMO (Program Management Office) professional with 8.7 years of experience in handling program operations with excellent team and stakeholder management abilities and in deploying those for team and stakeholder management
- Expertise in finding solutions for operational challenges faced by management and in devising automation and reporting tools for increased efficiency
- Excellent interpersonal, communication and organizational skills learned over the years

PROFESSIONAL EXPERIENCE

Accenture Services Private Limited	Jan 2011 – Feb 2017
Team Lead – Project Management Office(PMO)	

Automation Achievements:
- Developed VBA MACROS TOOLS to automate around 50% of regular reports which resulted in reduction of preparation time by 80-90% and increased efficiency
- Developed generic VBA MACROS TOOLS which helped PMO teams in different reports
- Developed EXCEL ADD INS and circulated to all PMO teams helping them process data faster

Details of few VBA Automation Projects:
- Data Parsing tool – Developed Excel macros tool to read large data from notepads which were around 1 lac rows and put them into Excel and arrange them into umpteen fields according to the data type
- Data Capturing tool – Developed Generic Macros tool in Excel which can capture data from a dump file with n number of rows and paste it into report file with p rows where p=!n and in random order
- Excel Add In – Developed Excel Add In for removing unwanted spaces in Excel report after copying data from Non Standard sources like web and other Non database applications
- Outlook Macro tool – Read data from 1000 emails and arrive at an Excel dump with fields to be able to further ease an ad hoc report preparation
- Timesheet reconciliation tool – Developed tool for reconciliation of timesheets between two different sources of time capturing tools
- Zip extraction tool – Developed tool to extract files from 300 Zip files in one shot
- Mail Merge tool – Send Multiple emails in one go from Excel file based on To, Cc, Bcc, Sub and body in Excel file

Data Analysis:
- Developing Dashboards and sophisticated charts/plots using latest techniques in Data analytics
- Using new visualization tools like power pivot in Excel
- Providing prescriptions to Senior Management on insights found after complete data analysis

Team Management:
- Keeping the team on track towards project goals through regular motivation and positive mentoring
- Delegating weekly and monthly assignments to team based on their capabilities
- Mentoring and Training team on VBA, Advanced Excel and Reports and helping them sort out issues in work
- Annual Appraisal and quarterly review and feedback for team
- Conducting weekly issues, risks and mitigation plan meetings for the team

Operational Activities:
- Coordinating Resource Roll on and Roll off activities
- Keeping project data updated on SharePoint and standard project management tools
- Coordinating and tracking client visits, HR meets, project trainings, team meetings and other operational activities
- Screening resources and interviewing candidates for hiring

Project Management:
- Resource management activities such as adding new roles and ensuring billability
- Organizing requirement gathering meetings and creating Requirement Traceability matrix
- Gathering issues/concerns/risk from different projects and escalating them on time
- Delegating work packages to development teams based on specifications

Tech Mahindra Limited	June 2008 – Dec 2010
Senior Executive Level 1	

Reporting
- Development of Standard reports for senior management from structured and unstructured data
- Publishing of reports on regular basis after scrutinizing for accuracy and preparation of monthly decks on operational statistics to senior management and suggesting improvements

Operational Activities
- Maintaining data base of resources and tracking billability
- Keeping track of pipeline projects and coordinating with sales team till signing of contract
- Coordinating and tracking client visits, and team meetings

EDUCATION

- **Post Graduate Program in Business Analytics and Business Intelligence [PGP-BABI] (Pursuing 2017-2018)**
  Great Lakes Institute of Management and Illinois Institute of Technology, USA (Bangalore center)

- **Post Graduate Diploma in Management- Marketing & IT (2006-2008) - 69%**
  Balaji Institute of Management and Human Resource Development, formerly Indian Institute of Management and Human Resource Development, Pune

- **Bachelor of Engineering – Electronics & Telecommunication (2002-2006) – 70%**
  Government Engineering College, Raipur Now NIT Raipur

ACHIVEMENTS

- Awarded **"Key to Success" (Client award) in Mar 13 and "Going Extra Mile Award" in Jul 14 & Sep 14**
- Awarded **"Catalyst"** award twice in 2012 in Accenture for increasing automation level and accuracy in reports
- Awarded **"Man of the Tournament"** award in Infosys T20 cricket tournament in 2010
- **Awarded** Several **"Man of the Match"** awards in corporate cricket tournaments between 2008-2017

CERTIFICATION

- VB from ALMA University
- ITIL V3 Foundation
- Data Science using R and Excel - Simplilearn.com