

ASIT V. OHAL

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Objective

Strategic and analytical Project Management professional with 5 Years of experience in Project Management /Coordination , seeking a challenging and rewarding career where I can contribute my knowledge and skills for the growth and development of the organization. Result oriented and driven to consistently meet the deadlines and increase company's Revenue.

Skills/Strengths

- Project Coordination
- Bid Administration
- Stakeholder Engagement and Liaison
- Cost Modelling
- Project Governance
- Resource management
- Project Variance Analysis
- Requirement analysis
- Effort Estimations
- Risk Administration
- Technical Analysis

Experience

1. PMO Analyst

July 2017-Current

TMF Group, Pune

- Support Global IT Operations Manager with Governance framework for Run (BAU) and Change (New) projects.
- Conducting fortnightly meeting for Change and Run projects – RAG status, analytical repots, risk and issue summary, milestone status, action item overview
- Attend all Project Board meetings, Progress Reviews, Project Start-up and Closure Meetings
- Project intake process, Code creation on Timewriting tool (Dynamics), resource management on Projects.
- Timesheets management & reconciliation tasks.
- Hosting weekly meeting for IT-SLTs, capturing minutes of meeting/actions.
- Resource setup and maintenance on Timewriting tool Timewriting tool (Dynamics),
- Monitor overall project progress and performance including financial control and resourcing for end to end projects
- Creating and publishing project update decks for the SLT's on a weekly basis
- Ensuring Project governance and chasing the PM's for weekly updates
- Maintaining the project risks and issues tracker
- Creating and maintaining the Project policies documents and process documents
- Coordinate with the finance team and update the Project actuals report on the PMO SharePoint
- Administering the purchase order and invoicing process.

2. Systems Analyst (PMO)

July 2012- July-2017

Capita IT Services (Ventura India Pvt. Ltd), Pune

Project Management/Coordination:

- Planning the project with project managers
- Define the scope of the project in collaboration with the Project manager.
- Determine the resources (time, money, equipment, etc) required to complete the project
- Develop a schedule for project completion that effectively allocates the resources to the activities
- Review the project schedule with senior management and all other staff that will be affected by the project activities; revise the schedule as required
- Determine the objectives and measures upon which the project will be evaluated at its completion staff the project
- Ensure that all project personnel receive an appropriate orientation to the organization and the project
- Contract qualified consultants to work on the project as appropriate
- Implement / execute the project according to the project plan
- Develop forms and records to document project activities
- Set up files to ensure that all project information is appropriately documented and secured
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project

Bid Administration

- Support and drive the bid process
- Compile, edit, and proof read commercial proposals which contain technical content and Designs ensuring that these are presented in a professional and concise manner
- Ensuring that the most appropriate and relevant solutions for each bid are effectively pulled together from all parts of the business
- Review and revise documents prepared by others and coordinate the preparation of those materials in a completed bid document
- Determine the scope and timeline of new bids. Lead and coordinate the preparation of the bid
- Ensuring that other contributors provide information on time to the correct standard answering the client's needs
- Develop knowledge of business, its products and services by reading and review previous bid and design documents and spending time with pre sales, technical and commercial functions
- Develop computer based document store and reference materials
- Review and improve other customer materials and develop a consistent set of standards for other commercial functions to follow
- Develop a set of standard templates for less complex bids
- Management of all aspects of the bid process to ensure deadlines are met

Quotes Creation/Administration

- Managing the requests for Tools team involving requirement analysis, technical feasibility and effort estimations.
- Creating SOWs for these requests, seek approvals and handover to project resources for delivery.
- Stakeholder Engagement and management
- Monthly Billing reports for Tools and Resources.

3. Technical Support Engineer

June '11- July '12

Mphasis, Pune

- 1st and 2nd Line Support for General IT Issues for the Internal Employees (In-house Service Desk)
- Handling Encryption software Issues
- Active Directory Configuration & Management of users
- Handled, technical troubleshooting within an enterprise environment including system crashes, slow-downs
- Working on Citrix Platform.

- Troubleshooting the VDI Machines (Virtual Desktop Infrastructure).
- Providing Domain support.
- Microsoft Outlook Support.
- Basic troubleshooting for CRM application and Supported Applications
- Working on Blackberry Enterprise server (Account administration/Troubleshooting).
- Handling Conference Calls with the clients for any project related queries and escalations.

Technical skills:

- Methodologies: ITIL, SDLC
- Documentation Tools: Microsoft Visio, MS Word, MS Excel, MS PowerPoint
- Project Management Microsoft Project, MS SharePoint, Microsoft Office Suite
- Operating Systems: Windows 7/10
- Other Applications: BMC Remedy & Service Now (CRM), Business Objects (Reporting), Nimsoft (Monitoring Application), Active Directory 2008, Exchange Server 2003/10/13

Academics

Course	Specialization	Board/ University	Year of passing	Percentage/Grade
10 th	N/A	CBSE (Delhi)	2004	88.00 %
12 th	Science	Maharashtra	2006	70.50 %
Graduation	BSc (Computer Science)	Pune University	2011	56.00 %
MCSA	Active Directory	-	-	-

Personal Details

Address : B-14, Pranayraj Plaza, Dhanani, Pune- 15
Date of Birth : 5th September 1988.
Father's Name : Vijay S. Ohal
Nationality : Indian.
Hobbies and Interests : Basketball, Table Tennis and Console Games

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge

Date:

Place: