**Project Management Professional**

An efficient, ethical and highly organized Project Manager with several years of managing challenging and complex assignments; employ a results-oriented approach to projects which are conducted in a well-administered and proactive manner.

**Experience**

**05/2009 – Current (multiple) Senior Consultant/Project Manager**

**Project – FGMC, Vienna VA Risk Tech Advisors**

* Supervised a project to establish a Federal standard for home loans under the **Dodd-Frank** Wall Street Reform and Consumer Protection Act to ensure that borrowers have the capacity to repay their mortgage loans.
* Ensured compliance with the Dodd-Frank standards for **responsible lending and borrower protection** such as consumers’ access to credit score disclosure in case of adverse action.
* Collaborated in an **IT Audit** project on **COBIT 4.1** Compliance of Financial Guaranty Mortgage Corporation’s (FGMC) web applications, while preparing and reviewing Systems and Application Control **documentation**.
* Interacted with key stakeholders and multiple levels of management to ascertain relevant information, conducted interviews and documented client processes and procedures.
* Facilitated meetings with senior management while providing updates to Program Manager, and assisted in support activities.

**Project – Fifth Third Bank, Detroit MI - Principal Strategy Group**

* Provided oversight on the ‘**Dodd-Frank Better Disclosure**’ project for disclosing information on the quality of the underlying assets.
* Participated in discussions with senior management in anticipation of the implementation of **Volcker Rule** to eliminate **proprietary trading and limit relationships with hedge funds**.
* Provided direction to the team collecting financial data and conducting economic analysis for a request from the Financial Stability Oversight Council for **compliance** with the Dodd-Frank Act.
* Assisted with submission of periodic plans in case of a shut-down with **stressed regulatory capital requirements** scenarios.
* Coordinated with **stakeholders** (including **PMO** and related business units) to understand and discuss business needs, gathered initial requirements and performed feasibility study for their Loan Portfolio division.
* Identified **resources**, planned project deliverables and communicated to stakeholders for their approval.
* Developed and managed a team of 12 business and technical consultants in a **matrix** environment.
* Assisted the project team in identifying, defining and verifying business rules and cross-functional dependencies.
* Collaborated with the team to create **project scope** statement, **WBS**, estimate resources, budget and schedule.
* Distributed tasks defined in the WBS to team members to translate business need into technology.
* Tracked, monitored and communicated **project milestones** and impact on schedule and budget to senior management.
* Performed **QA** to ensure processes and methodologies were adhered to industry standards.
* Initiated modifications to existing **change management strategies** with business and technology groups, conducted stakeholder and impact assessments and created appropriate plans.
* Responsible for monitoring and evaluating project performance after implementing the change management process.
* Involved in **Risk Management** process to assist team in identifying risks and planning risk responses. Supported change management process, contributed in risk and impact analysis and related responses.
* Developed and planned communication for the change program using available methodology and technology.
* Monitored and managed actual expenditure vs. budgeted including **Reserve Analysis** throughout the project besides schedule conflict.
* Managed meetings, tracked and communicated status, progress and project variances.
* Planned and managed **change control**, coordinated acceptance and sign-off on deliverables.
* Developed technical documents such as system specifications, policies and procedures, user manuals and presentations.

Project – 7-Eleven, Dallas TX **ParkUma Inc.**

* Assisted in preparing the **Project Charter**, and defined the scope with sponsor and stakeholders. Facilitated requirement sessions, including creation of agendas and recording of action items from meetings and writing meeting minutes, while participating in daily **scrum**.
* Documented Business Requirements and Test Plans for Retailer Initiative and patch releases.
* Developed Physical and Logical Design Documents, and recommended Business Process Re-engineering.
* Prepared, coordinated and tracked the development of applications.
* Managed functional aspects of **CRM** including opportunity, quotation, proposal, contract, commission and related workflow and business rules leveraging full **SDLC**.
* Negotiated and managed meetings with business group/technology owners to analyze, streamline business requirements, risk, backup and contingency plan, change management and execution plan.
* Responsible for assessing the overall organizational units affected by change and the tasks of developing, implementing and defining **change management strategy**.
* Fostered positive relationships with senior management and stakeholders, and engaged in ongoing stakeholder management to ensure support for change programs. Reviewed change management approach and made recommendations for improvement.
* Maintained and built customer relation and liaison with respective executive management. Addressed gap and impact due to translating business need into technology.
* Monitored and tracked every stage of project to ensure project plan and methodologies were being followed for successful deployment.
* Identified and acquired resources to develop team of technical and business consultants.
* Planned, facilitated and documented vendor meetings. Point of contact for subcontractors and external vendors.
* Identified, evaluated, negotiated and engaged with new vendors while maintaining and evaluating existing vendors.
* Provided specialized advice and guidance to stakeholders and project team members, and instrumental in setting up the **Change Control Board (CCB)**.
* Involved in pre and post award contract management to ensure quality and timely delivery.
* Managed **RFP** (Including responses and requests)/**RFQ** and vendor selection.
* Interacted and coordinated with legal for any contractual issues.
* Performed **variance analysis** to track any slippage in allocated budget and schedule.
* Tracked and managed receivables and payables ensuring business need and financial goals were met.

Project – Data Migration **PHR Inc.**

* Led HR team in **analyzing data** for various division employees, subsequent data migration and change management processes. Prepared effective training materials and study guides, and updated documents post-releases.
* Performed validation and reconciliation of employee data and mapped data from the legacy system to the new system. Developed test scripts and conducted **User Acceptance Testing** to validate both data and data integrity.
* Developed procedures for medical coding diagnostics billing to train new employees and reduce audit concerns, while performing medical coding diagnostics for company clients. Created documentation for division Help Desk teams.

Project – Domino’s Pizza, Ann Arbor MI **Principal Strategy Group**

* Distribution Systems Technology group (DST) was formed to track and maintain various distribution centers and respective store’s logistic, freight and related financial accounting including A/R, A/P, G/L, and Inventory. The project accounted for $1.2 M.
* The system was equipped with automatically capturing delivery schedule calendar for each store, orders from various stores using emails, fax/efax etc. and stored the information as delivery schedule calendar leveraging SQL Server 8 storage capability.
* Supervised DST group including infrastructure and applications for Domino’s Pizza distribution. Provided strategic visioning, resource management, project management, solutions delivery, risk and issue management, budget management and inventory control.
* Managed Domino’s Pizza distribution centers with automated processing for ingredient production, transportation and logistics systems. Directed operations for the procurement and supply division of Domino’s Pizza Distribution and the vendor managed inventory order through **fulfillment control**.
* Developed and managed project plan, project scope statement, design documentation, schedules and Budget.
* Created and maintained design documentation, technical specifications, management reports and schedules.
* Provided executive steering committee with presentations and management reporting, best practices, and strategic business processes planning and reengineering for technical solutions.
* Led a team of seven technical and functional staff during the various stages of SDLC. Mentored technical development and QA team.
* Managed and ensured system workflow intact with business flow, system look-and-feel and validation of user requirement.
* Created and implemented business rules and respective dependencies.
* Planned, implemented and managed change management process.
* Obtained customer approval on each phase of the project while ensuring that project deliverables were thoroughly validated.

09/2004 – 04/2009 **Managing Partner**, **Universal Daruwala,** Washington DC

* Implemented an Inventory Management System and optimized **Inventory Control** while realizing a 20-25% Return on Investment (ROI).
* Played key role in the preparation, analysis, and negotiation of contracts related to the purchase of equipment, services and merchandize while maintaining office efficiency and control measures.
* Performed reconciliation of corporate accounts and produced detailed reports, while developing billing procedures to reduce risk and ensure fairness.
* Provided top-notch informed customer service, cultivated and sustained long-term client relationships, resulting in increased sales; business grew from 320,000 in 2004 to 650,000 in 2008.

10/98 – 07/04 **Operations Specialist/Manager,** **Wood Market,** Laurel, Maryland

* Analyzed policies with regard to customer service and efficiency, **recommending policy changes and process improvements** that helped increase the sales almost 7% during 2001 and 2002.
* Initiated special sale events that **increased revenues by 7-10%** and provided aesthetic, cost-effective and functional design options to customers for custom-built home theatre systems.
* Maintained an efficient filing system and continually updated the customer database.

01/87 – 07/98 **Principal**, **Aadhunik Interiors**, New Delhi, India

Successfully managed a mid-size turnkey interiors construction firm handling commercial and residential assignments. Extremely competent with tasks such as quality assessment, facility function, technology integration, and management of human and environmental factors, besides work space planning, budgeting, renovations, and architectural planning and design. Oversaw renovation projects for a variety of reasons, ranging from improving efficiency to ensuring that facilities meet government regulations and environmental, health, and security standards.

**Computer Skills**

MS Excel, MS Project, QuickBooks

**Education**

**Project Management Professional certification,** December 2014

**Master of Science,** Operational Research, Delhi University (India)

**Bachelor of Science**, General Science, Delhi University (India)

**Principles and Practice of Real Estate,** Long and Foster

**Volunteer Work**

* Vice President, HOA for Hallcrest Heights Associates Inc., McLean VA
* POC with DC Mayor’s OAPIA for South Asian business community in Washington DC
* Parent volunteer for McLean Crew and Golf teams at McLean High, McLean VA