

## Career Objective:

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Seeking assignments in Program/Portfolio Management for delivering high ends quality products focusing on customer satisfaction in a growth-oriented organization.

## Synopsis:

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- Postgraduate in Project Engineering Management from NICMAR Pune (2009 – 2011).
- Bachelors in Electronics & Telecommunication from Gujarat University (2004 - 2008).
- 10+ years of rich experience in Project Portfolio Management, PMO Governance, Process Implementation & Stakeholder Management for cross-functional & multi-cultural team.
- Pioneered at large engagements including complex IT Project Management, Delivery Management and People Management.
- Expertise in Delivery Management and Project Management activities including planning, estimation, scheduling, resource management, project controlling, escalation management & risk management.
- Strong critical thinking skills coupled with decision-making for enabling effective solutions for customer satisfaction & low operational costs.
- Keen analyst with excellence in gathering and understanding requirements of clients & other multiple stakeholders (at strategic and tactical levels).
- Proficient in Microsoft project, Primavera P6, Power BI, Qlik Sense.

## Skill Set:

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Project Management, Project Planning, Project Controls, Capacity Planning, Workload Forecast & Analysis , Power BI, Qlik Sense, Data Analysis, Resource Allocation, Stakeholder Management , Communication, Integrated Program Scheduling, WBS, Change Management, Identifying Risk & preparing Mitigation & Contingency plan, Governance of PMO Process, Implementation of PMO Processes , Project Execution, Estimation, Earned Value Management, Variance Analysis, Updating Project KPIs & Dashboard, Contracts Management, Vendor Management.

## Professional Experience:

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**PMO Lead -Workload Manager for DACH (Europe) Region – Alstom Transportation Feb-19 to till date: (After BT Acquisition in Feb-21)**

- Collaborate with Project Core Team to tailor/customize standard WBS based on the project scope.
- Prepare integrated project schedule as per the standard guidelines.
- Provide support in developing estimates of the project work effort.
- Tracking of milestones & various design gates of projects/ program with all stakeholders.
- Co-ordinating in scrum meetings with team leads to update schedule progress.
- Perform critical path analysis of the project plan and highlight any observed delays on the critical path.
- Establish project baseline and track the project performance against the project baseline.
- Establish reporting structure in the project and communication plan.
- Function as the point of contact and communicate project status to different platform teams.
- Keep a check on the deliverable dates, flag upcoming/delayed milestones to Project Core Team.
- Monitor project/program approved EAC and raised red flag on variations from EAC.
- Identify budget leakage and take necessary actions in line with PM to fix the same.
- Coordinate from initial budget planning and report on program costs burns on monthly basis.
- Prepare Monthly Project Review presentations and presenting the dashboards, presentations & KPIs to the leadership team during Monthly Project Review.
- Prepare monthly resource workload forecast and get it validated by the stakeholders.
- Preparing & presenting the Workload Capacity planning to Global stakeholders for DACH (Europe).
- Analysing of upcoming projects with Bids team for forecasting of workload.
- Analysis of upcoming projects in terms of capacity & capability with Dept. heads.
- Capability analysis with Dept. heads & forecasting of recruitment plan in Workload.
- Alert management on high-risk areas, which may impact on deliveries and future business.
- Identify & try to mitigate gaps in workload by subcontracting to externals.

- Define and establish performance measures for suppliers & monitor deliverable status and resource burn rate.
- Co-ordinate with Technical Leads for raising SOWs & support in tracking of timesheets & invoicing.
- Follow up with purchase team to raise purchase order as per the agreement with vendors.
- Share MoM from Monthly Project Review meeting and follow up on the action items and ensure that actions items are closed before next review meeting.
- Work with cross-functional teams to understand business projections and plan for capacity.
- Looking after overall governance for workload & capacity planning in P6 (primavera).
- Lead a team of project planner and analyst during projects delivery.
- Played a vital role in setting up PMO tools & processes to improve the governance of the projects.
- Implementing Earned Value Management for a pilot projects in Bombardier Transportation from P6.
- Prepared Risk/Issues register and maintained Risk/Issues log for critical projects & resources.

#### **PMO Lead – Baxter Pharmaceuticals (Transferred from CLL) Oct-14 to Jan-19 (4.3 yrs.):**

- Gather and analyse data across business functions for PMO KPIs reporting and tracking.
- Track the critical activities in schedule & raise red flags to the stakeholder for any delays.
- Developed project dashboards for project controls & tracking of actual cost burn.
- Monitor the Projects risks & issues, initiate corrective action to mitigate the risks.
- Maintain decision log to measure changes in scope & analyse their effects on time & cost.
- Working on standardizing project management processes, tools & techniques for all projects.
- Involved in major upgradation of IT projects in manufacturing plant.

#### **Asst. Manager: Project Planning & Controls – L&T Apr-11 to Aug-14 (3.5 yrs.):**

- Develop daily, weekly & monthly project progress reports from Primavera P6.
- Reported area of concerns hindering the progress of project & their impact on critical path.
- Prepared the catch-up plan for client to recover the delay to achieve the project milestones.
- Prepared the delay analysis with the contract/ claim management team to develop the delay history of milestones for claims.

#### **Education:**

| Edu. Degree     | Course Name                            | Institute    | University Name    | Year Of Passing | Type of Edu. |
|-----------------|--|--------------|--------------------|-----------------|--------------|
| Post-Graduation | Project Engineering & Management (PEM) | NICMAR, Pune | NICMAR             | Mar-11          | Full Time    |
| Graduation      | B.E in Electronics & Communication     | BIT , Baroda | Gujarat Univeristy | Jun-08          | Full Time    |
| 12th Std.       | Science Side(PCM)                      | K.V Mehsana  | CBSE               | May-04          | Full Time    |
| 10th Std.       | Common Subjects                        | K.V Mehsana  | CBSE               | May-02          | Full Time    |

#### **Key Achievements:**

- Get promoted from Planner to P&P Lead in Bombardier Transportation during 1<sup>st</sup> year of joining.
- As project manager in Baxter, deliver business critical project of Quality lab on time & cost.

#### **Training & Certification:**

- “Project Management Training on PMI Standards” – Internal training.
- Certification in “**Project Risk Management**” from CEPT, Ahmedabad in 2012.
- “Change Management at workplaces” from Ahmedabad Management Association.

#### **References:**

Will provide on request.