



# Sidharth Jain

## Project Control Services Analyst

Project Management Analyst with 3 years of experience at Accenture , specializing in resource allocation, project staffing, and operations across multiple markets. Skilled in aligning resources to the right projects, handling WBSE charge codes, and managing onboarding/offboarding processes. I've also coordinated client meeting logistics and hiring demands for senior leadership. My core strengths lie in optimizing workflows, reducing errors, and enhancing decision-making using MS Excel, PowerPoint, and Power BI. Additionally, I have knowledge of JIRA (Basic), supporting project tracking and data management. Known for strong communication, teamwork, and the ability to thrive under pressure, I'm now seeking global opportunities to grow in IT project management and operations roles in supportive and growth-driven environments.

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## WORK EXPERIENCE

### Project Control Services Analyst Accenture

07/2023 - Present

Jaipur

#### Achievements/Tasks

- Managed the end-to-end allocation of over 470+ resources across multiple global markets, aligning technology skills with the right projects to boost productivity and billing efficiency.
- Maintained 100% accurate project documentation across 15+ active projects, improving knowledge transfer and audit readiness.
- Coordinated onboarding and offboarding processes for 230+ employees , ensuring seamless transitions and compliance with company policies.
- Scheduled and managed 47+ high-level meetings per quarter for MDs and leadership across Indian locations, ensuring timely communication with international clients.
- Mentored 5+ new joiners, fostering a culture of learning, collaboration, and process adherence in high-pressure environments.

### Project Control Services Associate Accenture

06/2022 - 07/2023

Jaipur

#### Achievements/Tasks

- Handled WBSE (Work Breakdown Structure Elements) charge codes for 150+ employees, supporting accurate salary submissions and cost allocation across projects.
- Collaborated with cross-functional teams to optimize staffing workflows and improve response time to project resourcing needs by 15% .
- Handled WBSE (Work Breakdown Structure Elements) charge codes for 100+ employees, supporting accurate salary submissions

## EDUCATION

### BCA Teerthankar Mahaveer University

08/2018 - 07/2021

Moradabad -Uttar Pradesh

#### Courses

- Bachelor of Computer Application

## SKILLS

Resource Management

Demand Management

Microsoft Excel

Project / Program Planning & Control

Microsoft Power BI

Project Reports & Operations  
Management

JIRA (Basic)

Microsoft PowerPoint

Microsoft Office

## ACHIEVEMENTS

Client Value Creation Accenture  
(08/2023)

## CERTIFICATES

- Microsoft Certified: Power BI PL-300  
(11/2022 - Present)

- Accenture North America - Project  
Management Job Simulation  
(02/2024 - Present)

## LANGUAGES

ENGLISH  
Full Professional Proficiency

HINDI  
Full Professional Proficiency

## INTERESTS

Trekking

Sketching