

SUBARNA MALLIK

Project Management | Project Coordination | Vendor Management |
Financial Tracking | P2P

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📍 Whitefield, Bangalore, India

📅 DOB: 16/01/1988



EXPERIENCE

PMO(Assistant Manager- Projects)

Viatrix

📅 06/2021 - 11/2022 📍 Bangalore

- Responsible for actively involved in project management activities & project coordination, vendor management, milestones/query tracking for all key medical affairs project in the region
- Improved stakeholder satisfaction by 30% resulting from enhanced communication strategies and regular progress updates
- Spearheaded a cost-saving initiative, reducing project expenses by \$500K through meticulous budget management
- Help in tracking project and responsible for maintaining the report ad queries in the SharePoint for documentation purpose
- Responsible for getting monthly updates of the projects from the Medical/ Country leads and sharing the same within the specified timeline
- Successfully achieved high project completion rate within budget through efficient resource allocation and project scheduling optimizations
- Preparing documents for meeting closure for any Ad boards- getting attendance sheet, preparing time sheet, Invoicing and sending HCPs for digital signature in Adobe after event

Project Coordinator

Refinitiv (Erstwhile Thomson Reuters)

📅 01/2017 - 06/2021 📍 Bangalore

- As a Project office coordinator, Performing administrative duties for Managers and to manage the routine administrative (includes calendar Management, room bookings) and other activities efficiently without active supervision
- Reporting to Global Business Head & Site Head and also supporting senior management, interacting with key internal and external stakeholders and project coordination (act as a point of contact and communicate project status to all participants)
- To support with logistics needs and help managers and team members follow the guidance for P2P(Procurement to Pay), raising the PO and making the payment through Ariba SAP & KOFAX tool
- Responsibilities like agenda creation, screening calls, making complex travel and meeting arrangements, preparing reports, expenses and financial data, budget tracking and recording, proof-reading, vendor relations and administering award schemes
- Responsible for the Virtual Office Environment (VOE) work during the pandemic, coordinated and supported more than 500+employees of different department to help with their assets and mandatory requirements to work (For example- Laptop, Monitor, Headsets, Mouse)

SUMMARY

Dedicated and results-driven PMO professional with 9+ years of experience in project coordination, vendor management, and financial report tracking. Eager to bring my expertise by contributing to dynamic project initiatives with strong multitasking abilities and a commitment to excellence. Excited to align my skills with a team that values dedication and achievement. Ready to re-enter the workforce with renewed dedication.

CERTIFICATION

PMP®

Certified Scrum Master(CSM)

Completed Certification on Introduction to Digital marketing

Completed HR for People Managers, certification from University of Minnesota

Pursued German Level1 (Symbiosis Institute of Foreign & Indian languages)

SKILLS

Project Management Ariba

Sharepoint Budget Management

Advance Excel Market Research

MOM Concur T&E P2P

Project Scheduling SharePoint

Resource Management

Powerpoint Presentations

ACHIEVEMENTS



Stakeholder Satisfaction

Increased satisfaction by 30% through improved communication.



Cost Reduction Initiative

Saved \$500K in project expenses via budget management.

EXPERIENCE

Placement and Corporate Relations Officer

Symbiosis Institute of Media & Communication(SIMC)

📅 11/2014 - 11/2016 📍 Pune

- To support in the planning and preparation of placements across the college curriculum.
- Organized placements, enhancing educational integration into practical environments.
- Streamlined placement process, supporting students, leading to increased satisfaction and placement rate.
- Coordinated project schedules ensuring efficient resource and equipment allocation.
- Forged relationships with {50+} companies through events, improving corporate engagement and opportunities for students.
- Improved placement quality by approving numerous company profiles, leading to higher student job satisfaction.

Back Office - Executive

Cosmic Structures Limited

📅 12/2012 - 03/2013 📍 Dhanbad

- Coordinated with various departments to prepare sales pitch reports, enhancing client engagement.
- Improved client satisfaction by providing detailed product knowledge and analyzing risks and opportunities.
- Managed a prospective client database encompassing over 100 entries, ensuring streamlined client acquisition.
- Responsible for assisting the front office in preparing, scheduling and organizing meetings and events.

Operations & Telesales head

BMA Wealth Creators

📅 07/2011 - 11/2012 📍 Dhanbad

- Increased Trading and Supply value by implementing strategic leadership in Operations Support, enhancing consistency and effectiveness.
- Generated sales leads by building relationships with existing clients and interacting with prospect customers.
- Conducted market research for different products, providing valuable inputs to enhance marketing strategies.
- Managed daily MIS, monitored employee attendance, and tracked \$50K in travel expenses, ensuring efficient branch operations.

EDUCATION

MBA

Dr. B.C. Roy Engineering College

📅 07/2009 - 05/2011 📍 Durgapur

B.Com Accounts(Hons)

Vinoba Bhawe University

📅 05/2006 - 05/2009 📍 Dhanbad

Higher Secondary

Dhanbad Public School (CBSE)

📅 04/2004 - 03/2006 📍 Dhanbad

AWARDS



High Five Award

For partnering with Leadership team to make the Customer Operations Kick off in Bangalore an extraordinary event for People leaders.



Shining Star

For Networking and Bootcamp



Spotlight Award

For VOE (Virtual Office Environment support)- Wider Support



Insta Award

For seamlessly conducting 5 consecutive Med Ad Boards within timeline

STRENGTHS



Project Coordination

Skilled in efficiently managing project coordination activities and ensuring seamless communication among stakeholders.



Vendor Management

Experienced in effective handling vendor relationships and optimizing vendor performance for project success.



Financial Tracking

Proficient in meticulously tracking project finances, identifying cost-saving opportunities, and ensuring budget adherence.