RESUME

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Professional Summary

Result oriented professional with around 5years 10months of experience in managing the Project Management Operations including Financial Management, Resource Management, Invoicing, Reporting and Training Management.

Work Experience:

1. *Company:* Accenture IT services.
   Duration: Jan'21 to July'23
   Assigned Role: Senior PMO Analyst
2. *Company:* STIBO. (Earlier UNILOG)
   Duration: March'20 to Jan'21
   Assigned Role: PMO Consultant (Project Management Office)
3. *Client/Company:* WIPRO. (Payroll-Raj Office Solutions Pvt Ltd)
   Project Duration: Sept'19 to March'20
   Assigned Role: PMO (Project Management Office)
4. *Client/Company:* Accenture IT services. (Payroll- Collabera Technologies Pvt Ltd)
   Project Duration: Sept'17 to Sept'19
   Assigned Role: PMO (Project Management Office)

PMO Functional Area –

Financial Management

- Preparing Expense reports and sending it to Project Leads on a monthly basis
- Identifying all the suspicious expenses and flagging it to Project Lead and getting all the incorrect expenses moved to correct WBSE
- Expense management ensuring resources are correctly charging the expenses to right project and submitting proper receipts for client audit, the same is sent for approval to create invoices
- Billing the expenses to client on Fieldglass Tool based on project lead confirmation
- Preparing an account wide report and showing the trend of expenses incurred to the entire project for a Financial Year.
- Preparing Assignment Tracker, Observation Tracker, Dashboard, FG Invoice Tracker, Metrix Repots
- Preparing Reconciliation report to find the variance between the hours charged on client tool (Fieldglass) and Accenture tool (MyTime and Expense) and flagging all the variance to leads and getting it fixed from the resources
- Identifying revenue leakages due to missed billing and conducting root cause analysis on revenue leakages & missed milestones
- Expertise on financial management revenue, costs management, margins, expenses management etc SOW creation, Revenue reporting, Budgeting, forecast analysis, understanding of parameters like Headcount, Utilization etc. for reporting purpose, Invoicing, Follow up activities, presentation of the current scenario & progress.
- Monitor and Review Project and Contract creations, revenue recognition of Fixed Price projects
- Part of mobilization team and successfully mobilized about 4 expense projects and transitioned one complete project to a different team
- Reviewing all the SOW with basic check point and sending it for Project director and Legal approval
- Tracking of all the SOW, preparing SOW overview report on a weekly and monthly basis for EMEA, APAC, NA & LATAM regions

Resource management and Admin activities

- Sending welcome emails, off boarding emails to the resources
- Updating the Roster, Distribution list and CDP Tool
- Giving access to SharePoint sites
- Initiating Pre Employment Screening (PES) request for resources based on Client requirements
- Getting the resource profiles created/ termed on Client Network
- Raising RSA token request, VDI, Laptop request on client tool
- Performing WBSE reconciliation On CDP tool
- Extensively worked with project managers on analyzing & reporting data for timesheets, Resource management, utilization, Allocation, SLA, forecasting, invoicing, Attrition data, client reports
- Preparing reports for meeting commitments/expectations. Possess excellent time management, analytical skills and customer management, which are essential components of customer satisfaction
- Sending Client Training completion reminder emails and following up with the resource for getting it completed
- Preparing Matrix, Tenure, Head Count Report and FG End Date review report
- Mapping requirements and coordinating hiring process by sourcing profiles from different verticals/HR teams
- Assigning resources to all Custom Extension Project on Workday tool post receiving signed SOW
- Resource forecasting on a regular basis
- Availability report preparation on a weekly basis
- Preparing Actual v/s forecast report and finding out the variance for each project and role
- Archiving all the SOW document and contracts on Legal EMDM system
- Handing, maintain all Partner JIRA tickets, partner on-boarding, SOW, contract, contractor partner expiry follow-up and handling partner extension
- Creating and updating workflow chart on SharePoint page
- Creating Project rooms on SharePoint

Training management

- Identifying the deployment opportunity
- Colleting the nomination for the Skill based training where there is more Deployment opportunity
- Coordinating with the participants and ensure all the participants are attending the training
- Booking the rooms and getting the training room setup based on the Training requirement
- Publishing the certified details to BU leads on a weekly basis
- Preparing trained to deployed details and publishing on a monthly basis
- Preparing Overall training report for management reviews and meeting

Invoicing

- Generating around 120+ invoices on a monthly basis for T&M, Fixed Fee and milestone projects
- Creating draft invoice on DMS tool (Accenture tool) and sending it to project lead for approval
- Creating final invoice post approval and submitting it on Taulia (Client tool) for payments
- Tracking for invoices submitted on Taulia (Client tool) till approval

Skills

- Possess excellent Communication, Coordination Skills, Operational calculations and Analysis Skills
- Financial Management, Resource Management, Admin and Invoicing activities
- MS Office tools - Word, Adv. Excel, PowerPoint, Power BI Dashboard creation and Power apps
- SharePoint-End user Experience, JIRA

Education Details

- **BBA (Finance)** passed in First class with Aggregate: **74.83%.** From "RNS First Grade College", Bengaluru in the year 2017.

Declaration

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

Place: Bengaluru

RITESH RAJU M.D