



POOJA J NAIR

Project Management Specialist | PMP | CSM

Profile

Project Management Professional with 8 years of experience in successfully delivering complex projects from initiation to closure, including significant tenure at Big Four firms. Expert in leading cross-functional teams, optimizing project workflows to enhance efficiency and achieve strategic objectives. Proven ability to manage project timelines, budgets and stakeholder expectations while fostering strong relationships. Proficient in Microsoft Office Suite, Power BI and ServiceNow.

Work Experience

Project Management - Consultant- KPMG Global Services Private Limited Bangalore – Aug 2023 to Sep 2024

Lead Project Management consultant responsible for managing end-to-end project transitions, contracting, MIS reporting, and billing for US and Europe based newly acquired clients.

Engaged with senior stakeholders and world-wide member-firms to ensure that legal and compliance documentations are precise and approved in accordance with designated business authority levels, improving risk management and regulatory compliance.

Ensure client queries are addressed on time and provide assistance to the team members when needed.

Ensure confidentiality in internal and client data management.

Mentor and train team members, fostering a culture of continuous improvement within the team.

Preparation and review of Invoices (in English and from Native Languages) PO register, Weekly, Monthly and annual status reports.

Finance and Operations - Senior Analyst III – Deloitte Consulting India Private Limited, Pune / Hyderabad - Aug 2019 to Jul 2023

Lead audits, daily activities, meetings and trainings for Finance and Operations process.

Coordination with Senior Stakeholders and Vendors to ensure timely processing of invoices, payments and mitigate delinquencies.

Ensured proper track of processes and timely reporting to the senior leadership on the status of deliverables.

Lead the overall process and representing the team as the SME to the leadership.

Provided timely review and feedbacks to team members on their performances.

Implemented process improvement ideas on automating the existing processes and reports.

Ensured the team and process comply with the firm policies and regulations.

Project Management - Advanced Analyst II – Ernst & Young LLP, Bangalore 2016 – 2019

Demonstrated excellence in client service by ensuring an accurate billing process that runs like clockwork every month for clients based in European Union

Performed invoice reviews and highlighted the discrepancies as per the company and client policies.

Prepared client ready billing reports for leadership with high accuracy and minimal supervision.

Trained new hires on the process and worked on automating the process and tools.

Prepared recurring reports, presentations and newsletters with high accuracy and trained team members on the same.

Managed and trained new hires in the team to equip them with the work process and the project activities.

CONTACT

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Bangalore, India

SKILLS

- Agile & Scrum Methodologies
- Transition Management
- Risk Management
- Project Planning & Schedule
- Billing and Invoicing
- Reporting and Reconciliation
- Training and Coaching
- Contract Management
- Stakeholder and Resource Management
- Waterfall Methodologies
- Quality Management

EDUCATIONAL QUALIFICATIONS

- Bachelor of Science in Microbiology
Kristu Jayanti College (Autonomous)
2013- 2016

RELEVANT CERTIFICATIONS

- Project Management Professional (PMP) – Nov 2024
- Certified Scrum Master (CSM) – Oct 2024
- Advanced Excel Tools and Formulas – EY Learning and Development