Career Objective

With my experience and knowledge as a highly competent PMO Analyst, I would like to bring a major change in the system by implementing innovative ideas and ideals. As an excellent communicator, I would like to interact with lots of people, and work as a self-motivated person for planning organizational procedures and practices.

Accomplishments

* Awarded with President’s Education Awards Program signed by former US President Bill Clinton while in Stafford Intermediate School in 1998-1999
* Awarded with Certificate of Merit and was given membership in the National Junior Honor Society of Secondary Schools while in Stafford Middle School in 2000-2001
* Consecutive first class with distinction in 10th grade, 12th grade and B.Tech Information Technology
* Top 3 in college for B.Tech Information Technology at Caarmel Engineering College (affiliated to Mahatma Gandhi Universiy) in the year 2010
* Participated in technology training courses and training colleagues in new technology concepts and practices applicable for the company
* Awarded with Oracle Certified Java Professional Certificate in 2011
* Part of the team which designed and created software for web accessibility, channel line-up projects of AT&T
* Helped reduce AR interest of invoices of the 2 biggest account of Novartis- Novartis Pharma AG and Novartis International AG and got many appreciations for the same from company management team.

Professional Summary

A highly competent professional with 5 years of proven track record as IT analyst. Appreciable skills as PMO analyst. Hard-working, detail-oriented and able to multi-task effectively. Excellent verbal and communication skills.

* Around 2.5 years of experience in Life science Novartis Pharma and Novartis International AG, Merck Operations role
* 3 months of experience in GIS software testing
* Nearly 1.5 years of experience in Java ATG framework mainly with JSP, JavaScript, HTML and CSS with production testing and testing the buy flows using sql query.
* 6 months of cognizant training

Educational Qualificaion

* B.Tech in Information Technology from Caarmel Engineering College Pathanamthitta (MG University) with 75.2% in 2010
* 12th grade from Thapovan Public School, Kerala (CBSE Curriculum) with 79.2% in 2006
* 10th grade from Thapovan Public School, Kerala (CBSE Curriculum) with 80.6% in 2004

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| Technical Skills:Hardware / Platforms- Windows 98/XP/2000. Technologies- Geographic Information System (GIS) software, ESRI, ArcGIS , JAVA/J2EE, Servlets, JSP IDE Eclipse Databases- Oracle 10g, SQL Server 2000Web Technologies- HTML, Java Script, CSS Frameworks- Struts, ATG, Communication- Office Suite i.e. Excel, One Note, PowerPoint, M.S Word | Key skills:Advanced knowledge of building projects and supporting infrastructure Excellent communication and interpersonal skills Critical thinking skills and ability to work under pressure Organized approach to solve problem with decision making skills Ability to work independent and as a team member Strong time management and organization skills, ability to meet deadlinesSelf-motivation, initiative with a high level of energy.Patience and tolerance |

Skills

Work History

**COGNIZANT TECHNOLOGY SOLUTIONS 27/01/2011-05/11/2015**

**Client: AT&T**

Duration : 2 years

Role : Java Developer- Programmer Analyst

Description :

* Command Console Project: The system is to track Mutual Fund’s daily tasks. Now, it is enlarged to handle the same for Pension funds, generating cash report for mutual funds and preparing and sending NAV report for mutual funds.
* Requirements, Design, Development and Maintenance

Duration : 1.5 months

Role : Java Developer- Programmer Analyst

**Client: PNM Resources**

Description :

* The primary objective of project is to test the application’s functionality and features for electric distribution in New Mexico Region.
* Efficient in analyzing functional requirements and/or design specifications, translate them into test cases, and develop a detailed test plan in utilizing knowledge of the functional application for features.
* Review of test cases as prepared by other team members.
* Executing test cases and defect submission on HP Quality Center.
* Expertise on conducting manual testing of desktop, mobile and web applications for testing.

Duration : 6 months

Role : functional tester

Description :

* The primary objective of project is to manage the operational activities of Novartis projects like invoice submission, PO tracking, Open/Blocked invoices tracking.
* Reduced the AR interest of 2 biggest accounts of Novartis- Novartis Pharma AG and Novartis International AG and got many appreciations for same.
* Timely invoice submission before 10th of every month by following up rigorously with, AM, POCs and the PO (Purchase Order) register.
* 100% invoice submission before deadlines.
* Analyzing the invoice amount and SOW amount before submission of invoices which leads to 0% rejection on manual mistakes.
* Keeping a track of all (more than 200) invoices every day and timely follow up with AMs on Not Submitted and Rejected and Not Approved invoices.
* Maintaining a DSO which includes daily status submitted, rejected, not submitted, credit note, not approved, expected collection date along with all updated Operations remarks which gives the clear idea about the invoice status.
* ` Maintained a very good relation with RTP i.e. Requisition to Pay to get the details on all invoices on time and get the in depth amount status of all purchase orders.

Duration : 1 year

Role : PMO coordinator

Description :

* Support the organizational unit strategy by providing PMO service for governance and operational project support.
* Provides project related service support like seat allocation, resource onboarding and release process, turbulence data collection, Merck ID creation background verification etc.
* Supports data management for Audit & compliance
* Coordination of governance and reporting
* Increase the capability of organization through good practices & a central point of contact for PM
* Supports training, mentoring & capability development activities for team to ensure that associates complete their courses on time and are in tandem with Merck requirements
* Coordination for invoicing, sign-off
* Coordination with other teams/entities to support organizational governance requirements
* Supports to provide project/program artifacts and facilitate knowledge management activities
* Headcount and Resource Management- Tracking of actual and planned headcount and management of our resource hiring processes throughout the year.
* Reports- Manage different KPIs and Generating various reports on a daily / weekly and monthly basis with respect to staffing, compliance, revenue distributions, project reporting with respect to quality compliance.

Duration : 1 year

Role : PMO Analyst

Personal Information

**Visa Details:** UAE Resident Permit

**UAE National Identity#** 784-1987-5430798-5

**First Name of Application CV No:**

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