**Sayeeda**

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**Professional Summary:**

* Having 6.7 years of Experience in the management of Projects with Expertise in:
* PMI - Hands on Experience with Project Life Cycle Management
* Project Management Delivery
* Progress reports
* Process implementation strategies
* IT Infrastructure build Projects, Network Monitoring projects
* Oracle BI apps implementation Projects
* Risk management
* Have used Project Management tools like Microsoft Project Professional, Clarity, SAP PMIS, P2D

**Work Experience:**

**Project Manager- Amicorp**

**Since Nov 2016**

**Responsibilities:**

Prepare Project Plan for migrating from legacy system built on lotus notes platform to a product called Microgen 5 series which is used for personal Wealth management services and integrate the newer system with various other business systems currently being used In the organization.

Integrate business logic build plan with the IT part of the data extraction from legacy systems to the DB instance of the new system being implemented.

Track the progress of the already started tasks, prepare RACI MATRIX, and assign the tasks.

Conduct weekly status review and circulate the agenda and MOM.

**Project Manager with ORACLE SSI (Parent Company as Niranta Solutions) India from January 2016 until May 2016**

**Client**: Etisalat Dubai

Manage the delivery of Oracle HR Analytics BI Apps solution at Etisalat Dubai office

**Responsibilities:**

* Responsible for the day to day running of BI apps solution implementation designed in phases.
* Working with the solution architect during the early engagement stages to draw up the project plan and definition for the project ensuring that they are commercially acceptable and sound
* Project progress planning and monitoring
* Liaise with the Resource management groups to acquire the project team.
* Monitoring progress against plan and producing internal and client facing status and financial reports.
* Monitor adherence to project governance structure.
* Project charter development and negotiation
* Project cost /budget monitoring and reporting
* Steer project governance meetings
* Stakeholder engagement and management

**Worked as a Project Management Consultant for HCL, Bangalore from Aug 2012 to May 2014**

**Client :** Unilever UK

Worked as Offshore Project Mgmt Consultant procured by the HCL technologies to its client Unilever UK to Build the Business intelligence analytics solution to Unilever’s Global audience (employees).

**Responsibilities**:

* Change request management for IT Infrastructure build projects
* Successfully driving SAC (Service Acceptance Criteria) & T2S (Transition 2 Service) until Go Live
* Driving small projects to its successful completion & execution.
* Manage a formal communication channel to report back to Portfolio , Program, Project Managers on the progress against the plan and ensure that cross-functional priorities are agreed and issues effectively resolved.
* Assist the project managers in Supervise all aspects of project on-going tasks especially during project execution and monitor and control.
* Executes project Change requests as directed by the PM and revises as appropriate to meet
* Changing needs and requirements.
* Task assignment to resources on behalf of PM. And monitor the progress
* Usage of Clarity, Share point & Ariba, Remedy applications for change requests and its associated tasks as and when required
* Participate in Risk & Issue tracking, and carryout the assigned actions to be taken and report back the progress
* Present the Major changes in CAB meetings and process the approval for its execution

**Worked as a Project Consultant for SAP (India) Ltd from Jun 2011 to Jul 2012**

**Client:** L’Oreal Paris, Turkish Airlines, Reliance, MacAfee

Manage the Implementation of the SAP BI suite of application at client’s infrastructure from offshore location as offshore Project Management consultant

**Responsibilities**:

* Prepare Delivered Days forecast report
* Review the contracted days for its exhaustion and confirm with RDH to ensure contracted days are to be booked as an extension if necessary.
* Track, report and Follow-up with help of Regional Delivery Heads on Pending Staffing lists and ensure that staffing lists are available for all resources working on the project
* Collect Partner timesheets from Portfolio managers every month and reporting them to the MIS team
* Coordinate and work with the Resource Mgmt., Partner Mgmt. and Finance teams to ensure all partner consultants time is billed on time
* Create Project ID in PMIS/ P2 D and monitor the schedules
* Maintain the master data for third party consultants
* Generate and prepare the reports on Project forecast on weekly basis
* Generate and publish Projects without review reports on weekly basis
* Monitor and communicate the project variation reports to the stakeholders on a weekly basis
* Allocate the budget of the project as per SOW on Portfolio management tool Called SAP P2D
* Generate Forecast VS Actuals report on a monthly basis beginning of the month
* Organize the weekly delivery review meetings with all the Portfolio managers and Regional delivery heads.
* Synch the time booked by the partner consultants in the System has been sent to the finance team for the payments at the end of the month.
* Monitor the cost effort variance on a fortnightly basis and host the call with the delivery team and the Regional Heads to discuss on the same.
* Participate in Risk review calls and follow upon action items if applicable

**Worked as a Project Process Executive for IBM, India from Aug 2010 to May 2011**

**Client: Bharti Airtel, MNYL, Forbes**

Assist the PMO Manager with the Project management process improvements to be identified and proposed and implemented, defining and templates to be used for reporting. Train the resources on the process compliance and monitor performance of individuals, Define KPI’s for the each role within a project. Draft communication plans and templates to be adhered.

**Responsibilities**:

* Participation during the preparation of Project Plans for PMO process proposals on behalf of PMO manager.
* Train the project teams on any process that gets implemented newly and conduct tests to ensure its awareness among the team.
* Monitor and govern Project progress with inputs from Project team and prepare reports for management review
* Manage the communication with all the stakeholders and project team on a timely basis.
* Prepare the templates and also maintain the Risk management database for certain projects and assign the Risk mangers responsibilities to individuals and the track the progress with their current status of all the attributes.
* Coordinate with Program managers and resource management teams for resource allocation
* Arrange Project Kickoff and review meetings
* Coordinate with the client SPOC to Schedule the Knowledge transfer sessions to the resources aligned with the projects to deliver the agreed services efficiently.
* Document the updates and Prepare MOM after the management call with the client every week.
* Generate/validate the service availability and uptime reports for the week and share the same with the program managers and the stakeholders and the Client.
* Maintain the tracker for the activities (Changes) performed for the week and share the report with the operations manager.

**Worked as a Project Coordinator for Hewlett-Packard, Bangalore from Aug 2007 to Jul 2010**

Client: Unilever, Alcatel-Lucent, Whirlpool

Responsible for coordinating the project activities during the Monitoring and closure phase **Responsibilities**:

* Coordinate and monitor the major incidents and changes ased by the service desk and liase until resolved
* Coordinate with the IM team to Perform Process Compliance Audit on the Major incidents handled for the week, and submit the report to Delivery Manager and review the SLA trend and problem/change management reports.
* Hosting the Management review call with the Delivery managers, clients and stake holders weekly once.
* Preparing the IMPACT report that involves all the roles and data for Incident Management.
* Daily Calls with Service Delivery Managers across the globe discussing about the performance of their desk in that region.
* Daily Calls with technical teams/workgroups discussing the necessity of the Incident management process and driving the teams to reach the objectives/goals.
* Strong understanding and experience in Change, Incident and Problem management operations.
* Core competence working in defined processes and defining processes.
* Proactively monitor all delivery services, ensuring that every reasonable effort is made to restore services or complete work orders as quickly and efficiently as possible.
* SLA Monitoring for and escalating 60% and 90% approaching deadline cases.

**Education:**

Bachelor of Science B.Sc. in **Computer Science** in 2006

**Training:**

PMP Trained by STARPMO institute in Bangalore

ITIL Foundation Trained in IT – Service Management