**ALKUBAR**

### PERSONAL INFORMATION

Visa Status: visit D.O.B: 10-06-1994

## Marital Status: Single Nationality: Indian

Email*:* [alkubar.379997@2freemail.com](mailto:alkubar.379997@2freemail.com)

# Areas of Expertise

Project management PMO

Project Control Services (PCS) IT

***Work Experience***

**Working as Software Engineer in Accenture Solutions Pvt Ltd**

**From May\_2017 to April\_2018**

**Worked as a Senior Analyst/ Software Engineer in Capgemini Technology Services India Ltd.**

**From Sep\_2014 to May\_2017**

***Languages***

English fluent Hindi fluent Telugu fluent Kanada fluent Tamil average Urdu fluent

**Information Technology**

An experienced in Project Management, who enjoys client interaction, working with people and providing the services to the Client. Articulate with excellent computer skills and an ability to provide a highly personalized service to Project Management field.

#### DUTIES AND RESPONSIBILITIES

##### At Accenture Solutions, Bengaluru India

* Working in Project Control Services team as a expense auditor for Entergy Client in Accenture.
* Working on expense reports of the onshore and offshore resources.
* Preparing expense report and getting approval from project TL and MD
* Preparing receipts consolidation file of all the expenses.
* Sending mails regarding clarifications on the travel period check & missing itineraries/receipts.
* Preparing draft invoice for the expense report
* Connecting with CFM team to add the expenses in SAP and to generate invoice #
* Preparing Code Block form for the Invoice.
* Triggering Email to client with final invoice, expense report, receipt document and code block form.
* Preparing account wide expense and detail account wide reports for the leadership.

##### At Capgemini Technology Services, Bengaluru India

* Worked as a PMO of all NA\_AM region projects in Capgemini.
* Preparing forecasting report of all NA\_AM region projects.
* After forecasting reviewing with SDM’s.
* Follow up with SSDM’s on quality of projects (QA).
* Follow up with SSDM’s to close project NC’s & findings.
* Preparing attrition report monthly.
* Preparing NBT (Non-Billable Tagging) report monthly.

# Hobbies

* + Travelling
  + Team work
  + Making friends
  + Playing Cricket

**Professional Skills**

* + Ability to learn new things quickly.
  + Capability to adjust with

new working environment

* + Believe in Smart working

##### At Michael Kors Project (Capgemini Technology Services, Bengaluru India)

* As am a part in MK (Michael Kors) project, preparing MK CIO Deck and Sending It to client for CIO meeting daily.
* On boarding and off boarding of resources.
* Auditing voice calls of MK helpdesk team (Retail, POS & Corporate).
* Preparing daily L1 report for Corporate, POS & Retail.
* Preparing daily ageing tickets report.
* Sending ageing tickets reminder to all support group.

##### At Warner Bros Project (Capgemini Technology Services, Bengaluru India)

* Preparing all reports for Warner Bros Account
* Reports preparing are in daily, weekly & monthly basis.
* Reports like resource mapping report, application report, incident and change report.
* Worked with BMC REMIDIES SOFTWARE for generating tickets report
* Worked with application SERVICE NOW (SNOW) to generating reports.

**EDUCATION BACKGROUND**

**YEAR SCHOOL AWARD**

|  |  |  |
| --- | --- | --- |
| 2011-2014 | Yogi Vemana University | Bachelor of Commerce (CS) |
| 2009-2011 | Board of Intermediate Education | Intermediate |
| 2008-2009 | A P Board of Secondary Education | SSLC |

**OTHER TRAININGS**

Certificate in computer Networking

Certificate in computer Hardware

##### DECLARATION:

I hereby declare that all information given here are true and correct to the best of my knowledge and belief.

##### Date:

***Alkubar***