Pravin Pophale
PMO Lead

Location: **Pune, India**
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Professional Summary

Project Management Professional with 8 years of experience, Organized with a strong background in Project Planning, Finance, forecasting, and managing a cross-functional team. Coordination with Project Manager, Stakeholders & various levels of leadership with excellent Interpersonal & Communication Skills

Skill Summary

- Project Management
- Resource Management
- Budget Management
- Governance

- Risk Management
- Analytical Skill
- Communication Skill
- Problem Solving

- Monitoring
- Prioritization
- Forecasting
- Agile Methodology

Career Summary

Signzy Technology Pvt. Ltd.

PMO Lead	Pune, India (Feb. 2021 – Present)

Mahle Inc.

PMO Lead	Pune, India (Dec. 2017 – Feb 2021)
PMO, Financial Analyst	Troy, USA (Oct.2015 – Nov. 2017)
PMO Analyst	Pune, India (Jun. 2014 – Sep. 2015)

Tata Motors Ltd.

Project Coordinator	Pune, India (Oct. 2012 – Jun.2013)

Work Experience

Signzy Technology Pvt. Ltd.   *Pune, India*
PMO Lead   *Feb 2021 – Present*

Key responsibilities

- Responsible for Project & Budget planning & coordinating as per Change request
- Responsible for tracking & driving Project milestones, for delivering Project on time
- Preparing Projects status & analytical reports for management
- Tracking Project hours reporting for Project billing & resource planning
- Preparing financial reports to review KPI, Projects & Portfolio Performance
- Analyse & track monthly cost spending, actual vs planned budget & hours recording
- Monitor all open tickets raised by The Project team for meeting SLA & timely resolution
- Set up Projects in Jira and monitors Projects status using dashboards & reports
- Setup Project governance across all teams in the Organisation
- Identifying risk, assumption & dependencies throughout Projects Phases & working towards resolving them to avoid any delays or effects on Project budget or quality
- Maintain all Projects artefacts in a centralized repository

Mahle Inc.
PMO Lead

Key responsibilities

- Responsible for coordination in all Phases of Project from Project Initiation, Planning, Scheduling, Implementation, Testing, Monitoring, and Reporting till Project Closure
- Prepare Project reports including Project Status, Risk management & review with Project Managers & Product group heads
- Gather data and prepare financial reports for the Project management head and various stakeholders including Senior Management
- Allocating resources, Tracking timesheets, consolidating & analysing plan vs actual budget
- Analyse & track monthly cost spending, capacity utilization, actual hours & reimbursement
- Forecast planning for current & future years of Projects & locations budget
- Responsible for Project budget changes & Phase changes in the system as per customer
- Organize Regular meetings with Project managers to resolve issues regarding Project budget, timeline, milestones, approvals & organizational processes
- Working with Purchasing team for closure of Projects & milestones for closing Purchase orders, supplier invoices
- Working with Global Projects & Program Managers, across the regions to coordinate & maintain the organizational Processes & have the documents in the repository
- Training Project Managers & Team members on PMO & controlling processes & maintain lessons learned to have best practices
- Working in Jira to track Internal Software development, hours, milestones & generate reports for Capacity management
- Leading a team to accommodate all the Projects & Project managers across regions
- Create & maintain Process documentation for PMO & Project Controlling activities

Tata Motors Ltd.
Project Coordinator

Key responsibilities

- Tracking Project timeline & creating reports across departments
- Tracking testing status of each new prototype parts to keep up with Project timeline
- Reporting on testing issues in the prototype phases of a Project
- Coordinating Cost reduction workshops for new vehicles & analysing the result
- Creating monthly Project Status reports to be discussed in cross-functional team meeting

Certification & Tools

- Certified Scrum Master, Scrum Alliance (CSM)
- Waterfall Methodology & Agile Methodology
- JIRA, MS Office, SAP PPM, SAP PS, SAP Easy DMS

Education

Government College of Engineering
B.Tech in Mechanical Engineering