Pankaj Kr yadav



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I am Certified Scrum Master and B.COM(H) Graduate from Shaheed bhagat singh college, Delhi University, I have overall 5.4 years of experience out of this 4.6 years experience is in Project management office. Currently working with HCL Technologies as an PMO Specialist and assisting project managers in project management, time management, resource Allocation, project scheduling invoicing .

Experience

**HCL Technologies**

**2019 May – Current**

**Specialist-PMO**

* Working Knowledge of Scrum Framework and Agile Methodology
* Scheduling Kick-off Call with Project stakeholders
* Project Code creation as per Requirement mentioned in SOW (Eg. Customer Location, billing Mechanism, Currency type etc ).
* Resource Allocation on projects
* Creating and Maintaining WBS Codes on project code.
* Raising Purchase requisition for ServiceNow Licenses Purchases on Ariba tool, Also following up for PR approvals from Delivery Unit Head and Finance Head.
* Sharing Project Budget, Cost Forecast and Revenue Forecast with Finance Team.
* Ensuring Zero Revenue Leakage from Account by checking all billed amount, Transferred Revenue.
* Sharing Resource Allocation Reports with Track Leads Monthly
* Sharing Profit and loss A/C Report with PM and Resource leads every month
* Maintaining project tracker
* Taking Revenue Transfer from different business units for the work of ServiceNow Team have performed
* Invoicing/Billing of projects using different billing mechanism like FPP, RFB, T&M and Device based billing .
* Tracking Invoicing Approvals and Customer Remittances
* Sharing Customer Remittances Report with PMs
* Ensuring Project code closure once its completed
* Triggering Service Now CSAT Surveys to customer for their Feedback and Ratings

**AMDOCS (Magna Infotech Payroll)**

**2018-June-04 – 2019-May-27**

**PMO – Project - AT&T\_NAM**

**Job Responsibilities :-**

* Creating New Projects when it comes into accounts in project management tool.
* Tracking project approvals status from project manager and Client end.
* Updating project as per the requirements.
* Sharing Forecasted cost and Actuals cost reports with Project stakeholders
* Ensuring the zero revenue leakage from the project.
* Creating Project SOW documents and uploading on project management tool.
* Allocation of the resources on the project and track the approvals
* Timesheet management and tracking missing timesheet.
* Scheduling meeting with client and project managers on Skype.
* Finding missing PO which is not invoiced yet to ensure Zero revenue Leakage
* Actualizing/Closing the projects in tool when its completed.
* Creating ServiceNow tickets for IT issues

**Nokia Solutions and Networks Pvt Ltd (Vertex Plus Payroll)**

**2016-July-7 – 2018-June-2
Support Executive-PMO**

**Job Responsibilities :-**

* New Project Creation/Project Updation in project management tool
* Project Scheduling
* Demand planning on SAP MyERM tool
* Project planning
* Resource planning and Resource forecasting
* Supporting Line Managers to Schedule Resources with Project Roles in SAP MRS tool
* Budget assignment with project in Project management tool
* Providing training to project teams on Project management tools and process
* Supporting to Project team members to fill Timesheet in SAP CATS tool for the projects which they have worked on.
* Sharing forecasted and actuals cost report with project manager
* Preparing and sharing Project status report to Project Managers
* Weekly preparing and sharing project cost report with Project Managers.
* Weekly Preparing and sharing Time registration report with Project Managers
* Weekly preparing and sharing Missing time registration Report with End users and LMs.
* Solving Report and project related queries on Mail, Jabber Chat or on WebEx Call.
* Creating Service Now Tickets if PM or End user face any problem in tool
* Scheduling WebEx Meeting with PM, LM and End Users
* Creating ServiceNow tickets for IT issues

***Magicbricks.com (TeamLease Payroll)***

**Project Support Executive**

**2015-Oct to 2016-Jun**

**Job Responsibilities :-**

* Gathering Residential Project Details
* Making Project tracker into spreadsheet
* Sharing Project report with Manager
* Uploading project details to Property Portal

Education**2012-08 2015-07**

* **Shaheed Bhagat Singh College, Delhi University**

**Aug-2012 – Jul-2015**

**B.Com(H) – 55%2011-04 2012-05**

* **Senior Secondary Education, CBSE Board**

**Apr-2011 – May-2012**

**Commerce – 73%**

Skills

* MS SharePoint
* MS Outlook
* ServiceNow for ticketing
*
* Advance Excel
*
* SAP PPM, MRS, PS, Cproject
*
* MS WORD
*
* MS POWERPOINT
*
* MS VISIO
*
* MS PROJECT Intermediate Knowledge
* JIRA Intermediate Knowledge
* WebEx Meeting
* MS Teams

Date : Pankaj kr. yadav