**Arush Sharma**  
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**Career Objective**

Seasoned professional with expertise in project management,coordination, and process optimization, adept at collaboration across departments and external stakeholders.

**Professional Experience**

**Tech Mahindra Pvt. Limited**  
**Senior PMO Coordinator** (Jan 2020 - Present)

* **Project Management**: Provide guidance, training, and mentorship to team. Collaborate with cross-functional teams to drive successful project outcome.
* **Billing & Invoicing:** Managed RUS postings, timesheet tracking, and invoicing for T&M and FP contracts.
* **Vendor & Contract Management:** Streamlined SAP agreements, credit notes, and finance submissions.
* **Project Coordination:** Oversaw resource mapping, billability and contract finalization.
* **Reporting:** Published PO utilization, resource allocation, and forecast variance reports.
* **Project Handling**: New Project creation/Extension/closure/ resource Mapping and Billability/ Associate Release, Tracking BW associates/Project Health report tracking and closure of AI
* **Contract Management:** Contract creation / amendment and Closure/ Revision of Efforts. Finalization of contract as per agreed EBITDA % and Contribution Margin %.
* **Bid Owner:** Focuses on leading and managing the entire bid process, from identifying opportunities to submitting proposals, ensuring they align with company goals and client requirements.
* **Tools:** Hands on experience on tools such as JIRA, Service Now and PowerBI. Got trained on Agile Methodology and Waterfall Process.

**DXC Technology**  
**Associate Professional** (2015 - 2019)

* Centralized Position Management Team lead for Workday tools and HR job creation.
* Specialized in KYC, due diligence, and client onboarding for Prudential.

**Just Dial Pvt. Ltd.**  
**Information Retrieval Officer** (2013 - 2015)

* Addressed high-volume customer queries with consistent performance metrics.

**Education**

* **M.I.B.** in International Business (2012) – IMS, Noida
* **B.B.A.** (2010) – Apeejay Institute of Management, New Delhi

**Certifications**

* SAP (BI) Certified
* Proficient in MS Office

**Skills**

* Project Coordination | Talent Management | Reporting
* People & Time Management | Communication | Multitasking

**Achievements**

* Awarded twice for PMO work at Tech Mahindra
* Recognized as a "Shining Star Performer" at Just Dial