

Pawan Gupta

PMO

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SUMMARY

PMO with 2.5+ years of experience in project management and coordination. Having outstanding organizational, analytical, and decision-making skills. Excellent in working with Leadership, Delivery Heads, and other top management, meeting tight deadlines and a faster approach to achieving goals. Experience in Project Documentation, Microsoft Excel, Client Management, Stakeholder Management, Agile methodology, Resource Management, Bench Management, Project Management and SAP PMO. I am ready to unleash all my skills and education for the upcoming opportunities.

SKILLS & ABILITIES

- Project Delivery
- Demand Management
- Data Visualization
- Microsoft Office 365
- Stakeholder Management
- Financial Services
- Reporting & Analysis
- Resource Allocation and Deallocation
- Billing
- Agile Project Management
- Communication
- Client Management
- Problem-Solving
- Leadership
- SAP PMO
- Supply Chain Management

PROFESSIONAL EXPERIENCE

SENIOR PMO | COFORGE LTD. | 19TH OCTOBER 2023-CURRENT

- **Project Initiation:** Verifying critical project details while creating Project codes such as **business units, cost center, dates, billing rates** etc., overseeing project initiation and ensuring proper closure procedures are followed.
- **Extension of WBS/Changes in WBS-** Handling the **extension and creating new project legs through SAP** of different types of projects according to the business needs.
- **Resource Management** – Verifying the details with delivery and taking the required documents for validation such as **SOW, Deal sheet, and Master Sheet** for allocation, de-allocation, and extension.
- **Attendance Management-** Ensure attendance and leave compliance on both the client and vendor side by the team members.
- Deliver high-quality and efficient project management solutions by **understanding the business logic** and methods for various clients across domains and geographies.
- **Engaging with clients and leadership** to understand the business needs and work on them.
- Successfully managed multiple projects from **initiation to closure**, ensuring **timely and accurate delivery, stakeholder satisfaction**, and compliance with best practices and standards.
- Implementing project management practices, governance; **reporting, planning, resourcing**, invoicing, and **coordination with various stakeholders** to ensure project success.
- Driving delivery excellence in managing end-to-end **order-to-cash** applications.
- Single point of contact between delivery team onsite and offshore resources for all assigned clients and stakeholders.

- Handles **contract renewals, extensions** as per the business requirements, and **change requests**.
- **Billing Advice, Sales Order (SO), Purchase Request (PO), GRN creation.**

ANALYST | CAPGEMINI INDIA LTD. | 24TH NOVEMBER 2021- 16TH OCTOBER 2023

- **Demand Management** - To look after the demand, channel it to the recruitment team or practice and conduct internal evaluation and client evaluation for the relevant profiles.
- Creation, editing, and cancellation of **requisition IDs** in the system.
- Coordinate and **conduct interviews** with the internal panel and with the client.
- **MIS reporting**-Maintained and updated all trackers. Publishing reports to the stakeholders and keep them updated on **demand status**.
- **Resource allocation** through ASP and Project setup application.
- Daily coordination with Delivery Heads to meet external/internal requirements.
- Managed the **Resource life cycle**- Onboarding, Deployment, and Release.
- Processed **BGV Initiation**- Coordinated with 100+ employees for their BGV initiation documents informed the central onboarding team and tracked till completion.
- **Asset Management**- Coordinate with associates and central team for assets.
- **Requisition creation**- Creating demands through r2d2 according to client needs and communicating with the staffing team.
- **Skill Mapping and Demand Fulfillment** for **Banking & Financial Services** accounts.
- **Training, Learning & Development**- Allocating and tracking mandatory training, up-skilling, and cross-skilling for associates.

Teacher | Self-Employed | July 2019 –November 2021

- Developed **strong relationships with 200+ students** to help them to grow in their academics as well as their personal development and to give them an easy and interesting way of learning.
- Managed and **provided instructions to 200+ students and other teachers** to adjust teaching methods to meet the best interest in the subject matter.

EDUCATION

B.TECH. COMPUTER SCIENCE ENGINEERING

KIIT College of Engineering, 2015–2019, Gurugram, Haryana

HIGHER SECONDARY SCHOOL

S.S.L.T. Gujarat. Sen. Sec. School, 2014– 2015, Delhi

SECONDARY SCHOOL

S.S.L.T. Gujarat. Sen. Sec. School, 2011- 20ss12, Delhi

CERTIFICATES

AGILE SOFTWARE DEVELOPMENT

COURSERA

ASSOCIATE INNOVATOR CERTIFICATE

CAPGEMINI

APLUS CERTIFICATION (GRADE A –PERSONAL LEADERSHIP UNLEASHING SUCCESS)

CAPGEMINI

KEEP IT UP AWARD

COFORGE

PAT ON THE BACK AWARD

COFORGE