

## NEHA MANCHANDA

#57, Sector 10, Panchkula, Haryana | Mobile: +91 9818088094 | [Neha.89.manchanda@gmail.com](mailto:Neha.89.manchanda@gmail.com)

### Professional Summary

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Working as an Assistant Manager with Pricewaterhouse Coopers Private Limited (PwCPL), having 7.3 years of experience in field of contract lifecycle management and technology implementations.

- Pre and post sales demos, documentations, project plans (effort, time and manpower estimations) requirements.
- Worked extensively on tools like Apttus, Icertis, Ariba, Determine, Callidus Cloud, Seal etc.
- Worked in data model design, understanding integration scenarios (Single Sign On and Contract Digitalization) and managing implementations.
- Global Expertise in Legal-Techno CLM implementations (Requirement Gathering → Support Services)

### Project Experience Summary

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**Current Employer:** Pricewaterhouse Coopers Private Limited (PwCPL), Gurgaon

**Designation:** Assistant Manager

**Project Designation:** Solution Architect

**Tenure:** May 2, 2018 till Present

- Preparation of documentation including BRD (Business Requirement Document), Solution Design Document, Technical Design Document, UAT Scripts, Training Materials, SoPs, Target State Processes (Visio)
- Organize Pre-Sales sessions for the End Client
- Involved in RFP Process to finalize the Vendor and provide technical support in basic Integrations (like Adobe Echosign/DocuSign/Single Sign On)
- Train the Trainer Sessions
- Involved in various phases of the project: Requirement gathering, Design, Build, Deploy, Maintenance
- Ability to troubleshoot and recommend suggestions to resolve conflicts between business requirements and standard system functionality.
- Basic Knowledge of configuration including Microsoft Azure, Salesforce, Microsoft Visio
- Worked on various CLMs (including Apttus, Determine, IBM Emptoris, SAP Ariba, iCertis, Callidus Cloud)
- Handled CRs related to different Business Objects
- Extensive onsite experience in understanding business requirements and customizing the Solution to meet the requirements.

**Current Employer:** Elevate Services, Inc. (Former Sumati Legal Services Private Limited, Chandigarh)

**Designation:** Technology Analyst

**Project Designation:** Technical Lead

**Tenure:** Jan 23, 2014 to April 27, 2018

- Lead the Pre-Sales Process
- Involved in Legacy Migration Process and the API Integrations
- Analysis of requirements, Identification and programming
- End to End process for material creation, maintenance and workflow process.
- Arranged and presented the KT session to the new joiners and experienced persons.
- Responsible for User Acceptance Testing and fixing issues if any during the phase.

- Technically supported the Product as an L2/L3 Support as well
- Created User Training Documents for the End Users.
- Understanding of Business Processes and mapping into the current System
- Prepared Knowledge guide including the Blueprints of the basic Business Model.
- Provided inputs for process improvement and optimized the code to provide the quality code to the Client.
- Worked on release procedure issues.

## Skills and Training

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- Basic Knowledge of configuration including Salesforce, Microsoft Visio, Core Java, XML, HTML and JavaScript
- Good experience in organizing interactive sessions with clients.
- Trained the sub-ordinates about the different tools which are implemented in the Organization and acted as a Solution Architect for Contract Management Lifecycle Products.
- Trained on Apttus CLM (Contract Lifecycle Management) Functional and Technical domain, Determine CLM, Icertis, Seal

## Extra-Curricular Activities & Achievements

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- Possess US B1/B2 visa and travelled at Client Sites for Training and Requirement Gathering.
- Microsoft Certified in HTML 5.0 with JAVASCRIPT and CSS3.0 in 2013.
- Harvard Business School certification sponsored by Infosys.
- Been a part of CSR initiative in the previous Employer.

## Academic Qualifications

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|---|-------------------|
| <b>B.E (COMPUTER SCIENCE ENGINEERING)</b><br>Chitkara University, Himachal Pradesh CGPA: 8.41                       | <b>2008 -2012</b> |
| <b>CBSE-XII (NON MEDICAL- Science)</b><br>School- MotiRam Arya Sr. Sec. School, Sec-27- Chandigarh C, Marks: 71.2 % | <b>2007 -2008</b> |
| <b>CBSE-X</b><br>School- Bhavan Vidyalaya, Sector-15, Panchkula Marks-83.8%   | <b>2005-2006</b>  |

## Personal Details

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|---------------------------------------|-------------------------------|
| <b>DOB:</b> Nov 28, 1989              | <b>SEX:</b> Female            |
| <b>FATHER'S NAME:</b> Sunil Manchanda | <b>MARITAL STATUS:</b> Single |
| <b>PASSPORT NO:</b> Z2354569          | <b>NATIONALITY:</b> Indian    |

## Declaration

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I hereby state that the details mentioned above are to the best of my knowledge and belief.

(Neha Manchanda)