

# Monal Bakde

Experienced PMO Professional

## Skills

QMS Implementation,  
Governance

Contract Management

Financial Controls

Delivery KPI Scorecard

MS Office

Stakeholder Management

Project Management

Resource Management

Process improvement

Team management

Timesheet & Expense  
Compliance

Operational Improvement

PMO Professional with over 8+ years of successful experience in PMO Processes, Governance & Compliances with a key focus on improving profitability & the optimal utilization of knowledge for project management to ensure financial success of projects & organisation.

## Work History

2020-12-  
current

### Senior Consultant

*Icertis, Pune, MH*

- Project Management, Resource Management
- Project Governance and Compliance
- Reporting Effort Estimations & Variances
- RAG Status Updates for aligned projects
- Weekly, Monthly Team Status reporting to Leadership
- Monthly Dashboard Review with Leadership
- Stakeholder Management

2017-01 –  
2020-04

### Lead - PMO

*InfoCepts Technologies Pvt. Ltd., Pune, MH*

Roles & Responsibilities: -

- Works closely with Account's Delivery Manager with respect to PMO activities – SOW/MSA review, Project setup, resource and bill rate assignment, task assignment, PO maintenance, invoicing, client visit management, risk register maintenance, ODC setup etc.
- Closely working with Client's Vendor management team for resource management and PMO activities
- Preparing Monthly Deck for Leadership team – Revenue performance, margin, Top 5 account, appreciations, escalations etc...
- Preparing Weekly & Monthly status reports
- Works closely with AMG for fulfilment of account's resource demands
- Publish Monthly Delivery Scorecard
- QMS implementation – Standard process creation and maintenance
- Works closely with cross functional team – Legal, HR, COE, L&D

## Certification

ITIL Foundation

## Contact Details

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Email: –

bakdemba@hotmail.com

2012-05 -

2017-01

### Specialist - PMO

*Hitachi Consulting Software Services India Pvt. Ltd,  
Pune, MH*

- Listened and responded to customer requests and forwarded necessary information to superiors.
- Evaluated diverse organizational systems to identify workflow, communication and resource utilization issues.
- Followed all company policies and procedures to deliver quality work.
- Kept detailed records of project progress, discrepancies and other funding issues.
- Provided analysis of Margin and reporting it to ORB (Opportunity Review Board)
- Data and Contract Management
- Project setup, Governance & Maintenance

## Education

2003-01 -  
2004-01

### Bachelor of Science: Computer Science

*RLT College*

1998-01 -  
1999-01

### SSC And HSC: Science

*MKV School - Akola*

## Accomplishments

Received "Gem of the month" award as "Best Performer of the Function" and "Synergy Team Award" with InfoCepts technologies Pvt. Ltd.

Received SPARKLE award as "Best Performer of the Function" with Hitachi Consulting Software Services India Pvt. Ltd.

Successfully taken over the "Transition of Expense compliance" responsibility for EMEA, UK, US region and passed on the knowledge by training.

Recognition from client and Head of delivery for PMO support provided to client working in Banking sector

