**Manjusha Singh**

**Professional Summary**

* **15 years of experience in Banking & Financial Industry** with strong background on Business Management and Program Management.
* Currently working in the Finance COO Team for Morgan Stanleyas **Business / Financial Analyst.**
* Experience in **Headcount management**, **Budgeting, Forecasting, and maintaining overall Department metrics and participated in division level strategic initiatives**
* Work in **Program & Project financial and governance status reporting, contingent management**, **process improvement and Project & Program set up activity**
* Hands on experience in **Project & Portfolio Management Tool, various workforce management tools, budgeting and tracking tools, Access and Oracle SQL, MS project, MS office Suite.**
* Coordinating with Department COOs and Business Managers for **weekly and monthly resource data accuracy and reporting** in management reporting
* **Proactive reporting** to COOs on key milestones, metrics, risks and Resource Utilization and recommended resolutions on risk.
* Organized weekly status reporting with **Business / Application Managers for issues/risks updates, and due diligence with proper channel escalations.**
* **Facilitated Monthly & Quarterly Actuals Preparation and reporting** to Senior Management
* **Create and maintain Share point** setup for Best practice reference materials, How To, training etc.
* **Provide ad-hoc customized reports** to Business Managers on an as-needed basis **and monitoring service requests**
* **Experienced in performing GAP Analysis** to check the compatibility of the existing system and tools with the new Initiatives and evaluated the benefits of new system and facilitated training to team members.
* Experienced in Hosting **Application development reviews and conducting Daily Agile standups.**
* Developer experience in Java and servlets.
* **Facilitated Change Management process** from Project conceptualization to **Testing** through Project Delivery during development profile.
* Good analytical, problem-solving, and leadership and communication skills

**Education**

**B. Tech** in Information Technology - 2004 AAIST (University of Madras)

**Technical Skills**

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| --- | --- |
| **Business Skills** | Demos, Deck preparation, Use Case Modeling, Reporting, Data Gathering & Analysis, Testing |
| **Project Management Tools** | PPM Prime, FinTrack, WFM, Delivery Tracker, People Tracker, Fieldglass, REMEDI, Omega Suite, Activity Cube, PPM Cubes, Sharepoint, Lotus Notes, FOTE, Visio, MS ViZ, FinMet, MS Project |
| **Graphic Tool** | Smart Draw, Snagit, Snipping |
| **Language** | Java/J2EE, PL/SQL,  |
| **Domain** | Banking, Financial, Wealth Management, Insurance |
| **Application Technology / Product** | MS SQL, Oracle, Basic UNIX, UML, DB2, Tomcat, Eclipse, IBM WebSphere Application server, IBM HTTP Server  |
| **Microsoft Office Suite** | Excel – Functions, Pivots & Macros, Visio, MS- Project, PowerPoint, Word |

**Work Experience -Projects**

# Employer: Morgan Stanley

# Project: Finance - Centralized Management - COO

# Duration: April 2014 – Present

**Role:** Business / Financial Analyst at COO

**Responsibilities**

* Worked as Business / Financial Analyst at Finance COO in Centralized Management
* Worked on various budgeting and workforce management tools to manage forecasting, accruals and senior management reporting for program and project financial governance.
* Executing services and controls with department business managers on reports and performing escalations on milestones, risk and resource utilization.
* Worked as SME for Migrating Internal Financials tools to PPM Prime and SAP Fieldglass and managing client documentation and approvals.
* Performed project and program creation activity in PPM
* Coordinated with hiring manager for smooth Resources Onboarding and Off boarding
* Coordinating with departments COO’s and Business Manager for contingent task orders for extension & amendment
* Creating requisition for FTE and consultants in People Tracker and Fieldglass
* Handling of email distribution list, Project creation in PPM (under FOTE in legacy system)
* Creating COO decks and performing reconciliations
* Ad-hoc (UAT testing, Sharepoint Access/Cleanup, Preparing of How To’s, Training, Department furlough reports, Timesheet Question etc.)
* Worked on PPM tool training to new team members

# Employer: Polaris Software Lab Ltd.

# Client & Project: Morgan Stanley, NY (Client Reporting, BST & DPRM)

# Duration: Mar 2010 – Apr 2014

**Role:** PMO at Wealth Management

**Responsibilities**

* Worked as Analyst and PMO
* Handling of Project Mgmt Process and Report and manage PPM Tool related data entries.
* Compliance Quality Indicator/Data Quality Indicator (CQI/DQI)
* Time Reporting and follow up, Org chart and Firmwide update
* Staffing Profile Report, Budgeting and Forecast and its analysis, Activity Level Time Tracking
* RMS-PSR-HC Roster-Firmwide Reconciliation, BST & DPRM Monthly Communication Pack
* Review resource allocations, highlighting changes under/over allocations
* Review Allocations Past Project End Date and maintaining Headcount files
* Space Management and handling of moves, HR Roster-Headcount-Firmwide Reconciliation
* Handling of email distribution list, Creation of project in PPM, Creation of Team and allocation
* Providing Weekly & Monthly Business Update to Senior Management
* Ad-hoc (UAT testing, Sharepoint Access/Cleanup, Preparing of How To’s, Training, Tracking of Furlough leaves of the resources, Timesheet Question etc)
* Created various documents such as Business Flows and Work Flow diagrams as per PMO requirements.

# Employer: Patni Computer Systems

# Client & Project: State Farm Insurance (Operational Reports, ECRM & Bill Management) Duration: Apr 2006 – Jun 2009

**Role:** Developer

**Responsibilities:**

* Worked as Programmer Analyst & Application Governance Team Member
* Coordinating with Module Leads, understanding their use case flow and Documentation for KT Session Material
* Document support to Business Analyst on overall process as well as functional and non-functional requirements, assumptions and out of scope items.
* Facilitated JAD session with management, development team, users and other stakeholders to refine functional requirements
* Define workflow process to be Re-Engineered and Process boundaries.
* Created and managed project templates use case templates, requirement types and traceability matrix.
* Perform requirement analysis, Defect Management, traceability Matrix review.
* Worked on Oracle SQL for servlet integration and Access based reporting
* Support change management process including Release & Deployment.
* Low Level Design, XSL, Code/Model creation of Value Objects, Business Process, Business Objects and
* Query Mappers of User Interfaces in AICS. Offshore Query Management and follow-ups.
* Participated in various meetings and discussed enhancements and modifications with stakeholders and facilitation of the same with Offshore Team & Management
* Prepared project reports for client management and assisted project managers in Resource Utilization activities.