 **Neelam Kumari, BE +MBA+ SAFe 5 Agilist**

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**Working Area: Project Management/Customer Management/Project Revenue and Budget Preparation/ P&L analysis/Resource Management/ Project Planning & Control / Procurement / Business Operations/Release Management/Agile Methodology/Scrum Master**

**Job Profile:**

* **Responsible for Project Management E2E process.**
* **Preparation of Project Budget and P&L analysis.**
* **Handled Early engagement PCM Role in Project bidding phase. Single Handler in Project Master Plan, PIP, Risk, assumptions, Organization structure, Inventory Turnover, Revenue Plan, Payment process LTI and their overall Service cost.**
* **Resource / Project Planning & Controlling: Creating, Updating, Reporting and Maintaining Project and Resource Plans.**
* **Monitor and execute Project Revenue, Long term Inventory and ITO.**
* **Managed Invoicing, Acceptance process and Payment collection.**
* **Internal Control Management**
* **Cost monitoring & optimization.**
* **Project Rollout Forecast at Project and Programme levels. Bridge the gap between Plan & Actual delivery done.**
* **Project Delivery Scope Analysis and Classified.**
* **Responsible for monitoring and evaluating the project implementation schedule on daily basis.**
* **Manage and control vendor E2E process.**
* **To audit project management practices by spot inspections before, during and after the implementation to ensure that the implementation activities can be held conforming to the policies, procedures, standards and methods.**
* **Responsible for Inventory/Material Management.**
* **Project Insurance (EAR) and claim Management.**
* **Project documentation management, Monitor & Control IPMP Tool.**
* **Project Handover Processing & controlling.**
* **Track project implementation, quality, risks and concerns and publish periodic status updates and reports**.
* **Perform Scrum Role for Release Planning, PI Planning, Sprint, EPIC, Features and User Stories, Sub-Task, Capacity, Estimation, Daily Scrum, Sprint Reports like Burndown Chart, Velocity.**

**Professional Attributes**

Result-driven Work Approach ~ Efficient Planning & Execution Skills ~Customer Management~ Leadership skills ~ Team Dynamics ~ Skillful Time Management ~ Strong Work Ethics ~ Excellent Communication Skills

**Areas of Expertise**

Program and Project Management ~ Budget Control Management ~ Agile and waterfall methodology ~ Customer Relationship Management ~ Stakeholder Management ~ Vendor Management ~ Quality Initiatives

**Significant Achievements**

* **SAFe 5 Agilist Certification**
* **PMBOK 5 Certification (PMI Training).**
* **Received ‘Best Performer Award’ in 2006 and Honor Award H2 in 2012.**
* **Best Huawei Planning Control Manager Award in 2014.**
* **Huawei Certification for project management.**
* **Integrated Service Delivery Platform Expert Certification.**
* **AMDOCS DevOps Certification.**
* A successful candidate in state scholarship exam.
* A successful candidate in state level Quiz & Debate competition.

**Career Profile**

**1. Amdocs Development Centre India LLP, Program Management (June 2017- Present)**

Job Profile:

A) Project management E2E in Vodafone Ireland, VF Spain, Telefonica Argentina, Telefonica, Chile, VIVO Brazil, One -AMX, NET Brazil and Telefonica Peru accounts of CALA region.

1. Responsible for building and tracking holistic (E2E) program/project plan, covering all aspects of the program - including deployment, give and get, etc.
2. Ensuring that the program/project is planned correctly, that the owner of each deliverable is identified correctly and that work is executed and aligned with the program/project charter in order to meet the KPIs and planned deliverables.
3. Providing an integrative view and analysis of the various project aspects within the program to enable better decisions making. Ensures that information is gathered and disseminated to all stakeholders/management.
4. Tracking and highlight trends and raise areas of concern regarding possible deviations from project and program plans.
5. Support program and project governance - perform project audits/reviews and extract lessons-learned.
6. Preparing the risk management reports and statuses, perform reviews of various project activities to identify and highlight risks and develops appropriate contingency plans.
7. Deployed effective and auditable methods for those areas under the Project Management Office's responsibility and Implement project Management tools and best practices.

B) Worked as a Capacity Manager at Global level.

 1. Handled resource management work (resource request form, open positions, committee approval, hiring and

 onboarding process, Resource Loan IN/OUT).

 2. Organize and Manage Weekly review meeting with Program director, Global resource managers, HR and Talent

 Acquisition team.

 3. Single point of contact for capacity management work.

**2. HUAWEI India, Planning Control Manager (August 2007- May 2017)**

Job Profile:

1. Project Resource: BSNL NGN C5, BSNL MNGT, CGNAT, ADDON, EDGE, BSNL PH 5 TK Project- Planning Control Manager-(Jan’14- May’17)
2. Early involvement PCM for BSNL PH8 bidding (1.5B usd).
3. Establish project master plan and sub-support plan such as resource, sub-con, vehicle plan etc.
4. Monitor & control Project progress.
5. Tools management.
6. Coordination with respective stakeholders.
7. Document management.

1. Platform Resource: Delivery & Service- Assistant Manager (Sep’11-Dec’13)
* Continuous review of processes with the objective of improving the service delivery timeframes and identify areas of

 further improvement.

* Monitor and Generate Integrated Planning Report for HR & Project Delivery Rollout.
* Active participation in E2E Project delivery Key Issues.
* Interface with Resource Management, Program Management, Learning Services, Planning Committee and Procurement

 team.

* Coordinate with respective Project Directors/Circle Heads/Project managers for respective project support.
* I-resource SPOC.
1. Platform Resource: Senior Engineer (Aug’10-Sep’11)
* Resource Planning & Implementation for all Business Units.
* Controlling & Monitoring of Huawei Manpower as well Outsourced.
* Report Analysis & Interaction with HQ China.
* Planning & Monitoring Resources for India Global Service Resource Centre (India GSRC).
* Continuous comparison of the actual with the budgeted results. Analysis of variation.
* Revision of Budgets.
1. Purchase Requisition/Order Management (Feb’08- July 10’)

* Monitoring & Releasing Purchase Orders for 12 Projects.
* Managing & Controlling PR/PO/POD/acceptance/ invoicing/ payment management for different vendors.
* Vendor training and evaluation.
* Managing vendor issues & escalations.
* Share all kind of vendor performance report with management.
* Documentations.

E)Project Resource: Reliance CDMA, TTSL CDMA Project- Project Coordinator (Aug’07-Jan’08)

* Meeting with customers to get the information about site readiness, availability of telecom equipments, type of work allocation like Wireless, Optical or Core Network at the site and other work progress Report.
* Assist HOD to build up a communication channel between project team and the customers and proactively keep a good and healthy relationship between project Schedule and arranged team.
* Reviewing & monitoring the Project Plan and reporting to Senior Management.
* Regular visit of sites to supervise the work progress and setting the timelines

**3. SM Creative Electronics Ltd. as an Executive in Rectifier Department for 1 year (Jul ’06’-Jul ‘07’)**

* Involved in the project done by ISRO (INSAT CLASS), NAL (HANSAA), and BHEL (Power plant Application) as a

 Marketing executive. After reviewing their requirement for Power Plant & Battery Bank, getting Purchase Orders for the

 Same.

* Working Knowledge of Sales Marketing & Purchase Module of ERP (Enterprise Resource Planning) Package.
* Regular customer visit for sales & marketing point of view & negotiation as per the product demand.

**Education**

* B.E. (Electronics & Communication), Sir MVIT, Bangalore 2002-06.
* MBA, Symbiosis, Pune 2008-10.

**Technical Skills**

**Working Exposure**: **Excel, MS Project, Lotus, ERP, JIRA, TRELLO, UTS, ALM, HRMS, SAP.**

 **Personal Particulars:** Date of Birth: 30th Dec 1981

 Languages: English & Hindi

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