

Pranesh Sunder Raj
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Location Preference: Bengaluru/ Pune
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Achievement-driven professional, targeting assignments in Project Management(PMO), Data Management & Financial Management with an organisation of repute

KEY SKILLS

Project Management

Data Management

Financial Management

Advisory Services

Operations Management

Global & Client Coordination

Team Management

Review & Reconciliation

Compliance

PROFILE SUMMARY

- Result-oriented professional with **7.5 years** of experience in end-to-end **Project management(PMO)**
- Managed end-to-end project lifecycle of operations which include Initiation, Analyses, deployments, documentation, status reporting, closing billing, survey & feedback
- Proven project management skills and systems experience to effectively bring about change by incorporating system enhancements, efficiency in projects and develop new process
- Proficiency in Managing and Supervising overall project by meeting tight deadlines, quality standard output, KPI and SLA
- Ramped up the client satisfaction score by working with partners and stakeholders directly and regularly interacted with clients and also ensured that queries and escalations were addressed on time
- Excellent communication & organisation building capability with proven capability in planning optimal utilisation of the resources

ORGANISATIONAL EXPERIENCE

Since Apr'13 with Ernst and Young (EY), Bengaluru

Growth Path/Deputations:

Apr'13-Sep'14: Associate

Oct'14-Sep'16: Advance Associate

Oct'16-Sep'19: Senior Associate

Since Oct'18: Team Lead

Accountable for managing procedures within time constraints. Developing and implementing processes to ensure quality output alongside supervising cross-functional teams to determine, prioritise and complete the tasks by ensuring great quality

**Initiation → Analysation → Authorisation → Deployment → Documentation →
Tracking and Reporting → Delivering → Billing → Survey & Feedback**

Key Result Areas:

Financial Management

- Manage and process daily/periodic billing functions (payments, reviewing OOS/invoices); track and process value added service charge; maintain accurate and timely records; prepare monthly closing of billing and balance reconciliation reports for business continuity
- Facilitate payments/closures, payment of OOS service, updating and maintaining billing database, preparing contractual billing service
- Coordinate preparation and submission of annual budget request and midyear budget review (internal/external) includes projection and finalization
- Monitor financial expenditure and budget utilization, budget monitoring reports, and make necessary budget re-allocations, in close liaison with Coordination office, pursuing budget efficiency and cost savings measures where possible

Data Management

- Responsible for developing reports, troubleshooting data issues and importing data from various external data sources through reports or spreadsheets
- Data cleansing and standardization and Data manipulation to uncover trends and insights (pivoting, summarization, sorting)
- Exporting data to external sources performing initial analysis to assess the quality of the data, performing further analysis to determine the meaning of the data, performing final analysis to provide additional data screening
- Creating visualizations and dashboards to help the company interpret and make decisions with the data and presenting the results of a technical analysis to business clients or internal teams

Advisory Services

- Identifying, evaluating and prioritizing the risk followed by coordination and functional approach to minimize, monitor, and control the probability or impact of unfortunate events
- Advise and approach with non-binding strategic to incorporate flexibility and efficiency in structuring and managing upcoming events/process

Global and Client Coordination

- Assuring liaison between Coordination Office and Country Office to adhere company standard
- Rolling-out a Monthly Inventory Reporting Dashboard with integrated checks and escalate to concern person for immediate actions
- Maintaining and updating contact database of clients and prioritizing tasks based on urgency and delegating work/project to stimulated teams

Operations Management

- Responsible to design and control the process by ensuring that business operations are efficient in terms of using fewer resources and meeting expectation
- Planning, organizing and supervising in the context of services , Also delivery focused to ensure that timely outputs is render in efficient manner

Team Management

- Carrying out the analysis of Human resource based on prior financial years, distribution on human resource for other supporting team based on requirement. Responsible of maintaining the client chargeable hours as per SLA
- Preparation of performance elevation module for all the team member based on their progression, knowledge input and mutual consents, presented the details before table conference during the performance review, earned credits and applause for maintaining main stream performance elevation
- Providing access for all corresponding tools, conducting video call/Global call, assist in preparation of document/PPT, preparation internal and external communications/Draft/Memos and coordinating/ assisting any other support as required by Senior Manager

Review and Reconciliation

- Reconciling billing/Standard report/flexible reports such as Payments, OOS/Invoices, Status report on a regular basis (daily/monthly)
- Accurate and timely closing the periodical cycle (Initiating to Survey) to create business performance, supporting organizational decisions, and satisfying external reporting requirements

Highlights:

- Played a key role in leading and mentoring a team size of 6 members involved in the planning and complete execution of project within allocated time and budget
- Received SPOT Award twice consecutively in 2016,17,19 and bagged Quarterly Award in 2016,19 for ECS
- Assisted managers in Conducting interviews and assured the best talent hunting procedure by providing assistance in technical rounds

- Conducted orientation session about tool and functions as and when rolled-out
- Offered assistance in RPA & Business Intelligence

IT SKILLS

- MS Office: Word, Excel & PowerPoint
- Other tools: RPA Tool Blue Prism, Spot Fire and Power BI
- Database Software: SQL and Citric
- Automation & Reconciliation

ACADEMIC DETAILS

- BCA from Bangalore University, Bengaluru in 2012

CERTIFICATIONS

- Certified in:
 - First Responder of Fire Safety and Disaster Management
 - Basic Life Support (BLS)
 - NCC 'C' certification (Naval Wing)

EXTRACURRICULAR ACTIVITIES

- Volunteer license holder for Colonial Animal Feeder and Rescuer
- Group Lead Operator for Nonprofit Trekking Organization

PERSONAL DETAILS

Date of Birth: 22nd March 1989

Languages Known: English, Hindi & Kannada

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