Royston D'vaz

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Professional Profile

Experienced with 4 years as PMO at HCL Technologies Limited, Chennai. I have acquired great knowledge about management and developed my skills required for my role in an organization. I have handled various tasks related to management which helped the organization in decision making and achieving their goal.

Core Skills

- Finance/Accounting
- Data Analysis
- Stakeholder Management
- Microsoft Office Suit
- Communication
- Presentation
- Awareness
- Procurement
- Problem Solving
- Human Resource
- Project Co-ordination
- Time Management

Career Summary

HCL Technologies Ltd., Ambattur, Chennai. (Client - International Gaming Technology (IGT), USA.)
Project Management Office [PMO] (2016-Present)

Key Roles & Responsibilities

- Project Profitability: Analyzing PP reports on improving Project Margin, Utilization, revenue.
- Forecasting: Forecasting the revenue for the upcoming months.
- Preparing PPT slides for organizational decisions and events.
- Billing and Invoicing.
- Performance Improvement Plan.
- Freshers Deployment Plan
- Procurement (Ariba Tool) - Materials & Services.
- Demand analysis (Staffing & Recruitment).
- Tracking BGV status of the employees.
- Resource allocation & Transfer.
- Miscellaneous activities like swipe report, timesheet, attrition analysis.
- NDA Document maintenance and complete onboarding process.

SCHOLASTIC CREDENTIALS

- **Pursuing M.B.A – Finance (2019-Present)**
  - Pondicherry University Loyola College (PULC), Nungambakkam, Chennai.
- **B.B.A – Business Administration (2013-16)**
  - PATRICIAN COLLEGE OF ARTS AND SCIENCE, Adyar, Chennai
- **Schooling (2001-2013)**
  - DOVETON BOYS HR. SEC. SCHOOL, Vepery, Chennai

DECLARATION

I hereby declare that the above written details are true to the best of my knowledge and belief.

Place   : Chennai
Date   :   Royston D'Vaz