

Nikhil Vaman Siddhaye
Accenture Solutions Pvt. Ltd. | PMO Senior Analyst | Pune, India

BASIC INFORMATION

Experience in:	IT/BPO Industry
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CAREER CONTOUR

I am unwavering, meticulous, and highly competent in the **IT/BPO Industry** I have a consistent record of transporting the best results-driven work with a proven ability to implement my work in an organized manner for **14+ years** of my successful career.

My expertise:- **IT/BPO Industry – Program Management, Project Management, Operations Leadership, PMO Management, Process Improvement, Six Sigma Methodology, Quality Assurance, Team Development, Cross-functional Collaboration, Data Analysis, Change Management, Sourcing and Time Management.** I have in-depth knowledge of all ethics of management. I possess effective communication skills and am a team player with strong Organizational, Logical, and Problem-Solving Abilities.

I have great exposure to working with large-scale organizations like **Accenture Solutions Pvt. Ltd., Infosys BPO Ltd.** I have well-versed skills in analysis, problem-solving, and coordination, which make me so successful and dedicated. Strong influencing and negotiation skills coupled with a proven ability to think in and out of the box, generating new solutions.

I have commenced my profession as an **Executive** and risen myself as **PMO Senior Analyst** reputed company. I would like to see myself growing with the passing years of hard work and dedication. I have been awarded many accolades for my result-oriented hard work.

Armed with a multitude of competencies and work experiences, I am confident to carry forward any organization's vision & objectives with sufficient ease and dedication to my job responsibility.

EXPERIENCE

Feb'2019 – Till Date | Accenture Solutions Pvt. Ltd. | As PMO Senior Analyst

Responsibility:-

- Supervising a team of 10 resources and ensuring efficient task delegation and performance management.
- Handling resource allocations across the entire account and ensuring optimal resource utilization.
- Facilitating project confirmations and monitoring bench resources effectively.
- Overseeing the monthly client invoicing process for the entire account to ensure accuracy and timeliness.
- Managing the SPACE Management Portal for project-wise floor allocations.
- Tracking monthly attrition summaries and implementing strategies to mitigate attrition.
- Maintaining records in MSRs for the account and ensuring data accuracy.
- Managing the Demand Management System to track account requirements and allocate resources accordingly.

- Updating various reports, portals, and system details to keep information current and accessible.
- Managing subcontractors and ensuring compliance with contractual agreements.
- Overseeing DL maintenance for the entire account to ensure operational efficiency.
- Ensuring compliance with Disaster Recovery Action and Response Team (DART) procedures for offshore and onsite employees.
- Tracking visa records for all onsite employees and ensuring compliance with immigration regulations.
- Collaborating with HR, Admin, and Finance departments for new project proposals and resource planning.
- Assisting in internal, external, and client audits to ensure compliance with established processes and standards.

PREVIOUS EXPERIENCE

- *Mar'2007 – Jul'2016 | Infosys BPO Ltd. TSO Group, PLMS Line, Pune | As Technology Support Specialist (Level 3A)*

ACHIEVEMENTS

- Received the SPOT Award twice for spearheading impactful process improvement initiatives.
- Recognized twice with the Individual Extra Miler Award for consistently delivering outstanding performance within the team.
- Honored twice with the Team Extra Miler Award for contributing to exemplary team performance.
- Acknowledged with the Team of the Quarter Award for pivotal support rendered to a critical project within a tight timeframe.
- Attained the Zero Attrition Award for maintaining a cohesive and high-performing team.
- Proud Club 5 Member for consistently exceeding performance expectations.
- Have completed all the tasks/targets within the given time frame.
- Got appreciation and accolades from the clients/customers.
- Got a promotion along with the increment.
- Started my career as an Executive and rose as a PMO Senior Analyst.

ACADEMIC FORTE

- Bachelor of Science from Pune University in March 2001.
- CSTP --- Certified Software Test Professional from Infics Solutions, Bangalore in Dec 2005.
- Diploma in Information Technology from C-DAC, MCITR, Modern College, Pune in March 2001.

Training & Certification:

- Completed PACE Six Sigma Green Belt Training with a score of 90%.
- Achieved PACE Six Sigma Yellow Belt Certification with a score of 88%.

TECHNICAL PROFICIENCY

Well versed with

- Ms office
- Windows
- Internet application

Advice for Contacting:

I'm always open to conversation, networking with like-minded professionals, or discussing future prospects. Connect with me on Linked In or contact me at nikhilsiddhaye@gmail.com