POOJA SAKLANI
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EDUCATIONAL QUALIFICATION

- ❖ MA: English from IGNOU (2019)
- ❖ MBA (HR) from Symbiosis Institute of Mgmt , Distance Learning, Pune (2012)
- ❖ B. Com (D.U.) from Delhi University (2003).
- ❖ 12th passed from Green Fields Public School (2000).
- ❖ Preparing for UGC – NET

CORE COMPETENCIES

- ✓ Ability to work under pressure
- ✓ Comprehensive knowledge of using desktop computers
- ✓ Ability to work independently and as a team member
- ✓ Strong time management and organizational skills
- ✓ Multi tasking skills and ability to meet deadlines

PROFESSIONAL EXPERIENCE

Nucleus Software Exports Limited   5th April 10 – 31st Dec 2013

Description: A leading global banking software powerhouse providing innovative and pioneering products and software solutions since 1986. Its competence is wholly focused on banking and financial services spanning across solutions in the areas of Retail & Corporate Banking, Credit Cards, Cash Management, Relationship Banking, Financial CRM, Credit Risk & Appraisal, EAI, Internet Banking, FX, Basel II, Data warehousing and Analytics.

Position Overview – Project Coordinator

- Keep detailed project notes and records
- Develop project strategies
- Create project schedules
- Create task lists for team members
- Managing the overall schedule to ensure work is assigned and completed on

time and within budget

- Manage day-to-day tasks and escalate any Issues that impact on the Project Performance and Timetable

- Monitor project progress, budget, hours, etc
- Track and manage incoming paperwork
- Keep all members of the team up-to-date with current information and paperwork
- Communicate with team members to ensure optimal strategy and maximum efficiency.
- Keep the Project Manager (PM) and others informed about project status and issues.
- Prepares and maintains weekly and monthly project status reports
- Assist Project Managers and Program Managers in handling daily activities
- Review deliverables at the final stage /phrase of the project

> **Velocis Systems Pvt. Ltd.**   **1st Aug 06 – 31st July 09**

Description: Velocis is a one-stop solution provider for IT Solutions in India with a national footprint. Velocis have designed, implemented and supported data/voice communications networks and business applications including Collaboration and BPM for many of the leading multinationals, PSU's as well as reputed Indian corporate. Our extensive customer portfolio and the list of industry accolades are evidence of our achievements.

Position Overview – Executive Commercials

- Managing the overall schedule to ensure work is assigned and completed on time and within budget

- Manage day-to-day tasks and escalate any Issues that impact on the Project Performance and Timetable

- To assist with contract implementation, monthly contract and performance management, delivery and improvement analysis, prioritization and interaction with external parties

- To work with the Commercial Manager for the Implementation of Kick Off meetings that to clearly assign roles and responsibilities and clarify the lines of communication

- To manage time appropriately and respond rapidly to queries generated by internal or external parties.

- Exposure to working with multiple accounts/customers with varying requirements.

- Prepares and maintains weekly and monthly project status reports
- Assist Project Managers and Program Managers in handling daily activities
- Coordinates with PMO lead in preparing ad hoc presentations and other essential task as required
- Review deliverables at the final stage /phrase of the project

Awards and Recognitions

- ✓ Winner of Spotlite award for 2 consecutive months for making project support so valuable that Sprints finishes with ZERO bugs in timelines.
- ✓ Winner of Team Award for efficient project tracking

PROFESSIONAL QUALIFICATION

- ❖ Pursued ISMS training

- ❖ Pursued Agile Scrum Training Jan. 2012

- ❖ Pursued Advanced MS Office – Word , Excel, PowerPoint training