



## SHREEKANTHA POOJARI

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### PROFESSIONAL SYNOPSIS

A proficient expert with more than 9 years of prosperous and qualitative experience in Project Management.

Core experience in project administration, coordination, operation, target new business, analyzing project milestones and financial deadlines, planning, stakeholder management, seek proposals for additional work, vendor management, dealing with subcontractors, projects employees payroll, reliever arrangements, account payables and receivables, projects fleet management, motivate teams, attend escalations and generate necessary deliverables, reports of projects worth more than \$4.2Million per month, project center in Dhahran, Kingdom of Saudi Arabia.

Successful track record needs ambitious responsibilities. Proven technical skills to creatively manage develop and motivate the teams to achieve company objectives. An effective communicator at all levels within an organization and with clients and suppliers. Works well under pressure and achieves clients' deadlines. Good problem solving and analytical skills. Dedicated to maintaining high quality standards.

## EDUCATION

**Bachelor of Computer Application (High Second Class, GPA 4.94)**  
Sri. Bhuvanendra College, Karkala. Mangalore University, India.

### CERTIFICATION:

- Computer Hardware & Networking.
- PMP 35 Contact Training - Exam Review (Based on the PMBOK Guide, Sixth Edition, Project Management Institute, USA).

## WORK EXPERIENCE

**SRACO Company as a Project Administrator**

Oct 2014 – till date

Administering and Coordinating different types of projects in Saudi Arabia, such as Air Products, JIGPC, Yanbu Aramco Sinopec Refining Company, Saudi Electricity Company, Saudi Arabian Drilling Academy, Dhahran Techno Valley company, IMI, HAAISCO also worked with Saudi Aramco SMP contracts and office support.

- Project admirative responsibilities, ensuring the project is running smoothly, on time and to budget. includes planning of the project, monitoring its progress, coordinating meetings, and overseeing members of the project team.
- Dealing with project team, HR department, government relation officers, etc. for accelerate recruitment, until completion of candidate mobilization and deployment to the worksite.
- Arranging projects meeting with various external key stakeholders, third parties meeting agendas and minutes.
- Standardizing processes and creating project specific policy with coordination of associates.
- Frequent On site travelling within KSA to set up coordination between project team and customer/client.
- Develop and maintain project plans, scope statements, schedules, communication plans, goals, deliverables, and deadlines.
- Overall support for maintenance of organizational culture and project communication on behalf of Division Manager and General Manager as entrusted to the Project team.
- Producing monthly cost reports and project financial reports. Analyzing actual cost vs revenue by preparing a variance report.
- Maintaining project staffing plan and updating the status travel management for the project: arrange, coordinate, and manage travel requirements including flights, accommodation, transfers, in accordance with corporate travel guidelines and within project budget.
- Travel Visa co-ordination: investigate visa requirements and arrange visas; monitor visa expiration and proactively arrange for

## AREAS OF EXPERTISE

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- Project Management
- Contract Administration
- Project HR Administration
- Multiple Project Coordination
- Operation Management
- Mobilization and Demobilization
- Document Control
- Vendor Management
- Stakeholder Management
- Subcontractor Management

## PERSONAL INFORMATION

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Marital Status: Single

Nationality: Indian

Passport: India (Active)

Driving License: Saudi Arabia & India

Languages: English, Hindi

renewals. Create Letters of Invitation as required for internal and external customers.

- Project specific deliverables preparation/Coordination during Project definition, execution phase (Such as Project Execution Strategy, Project Risk Management, other execution plans etc.).
- Coordinate with project facilities execution, contract award and concern internal and external stakeholder coordination to support site establishment.
- Maintain Project Organization Charts and contact list.
- Ready to support the document management team in accordance with company procedures.
- Analyzing the contract terms and conditions to highlight areas of risk, such as ambiguities, conflicts, or deviations from the scope of work; As work proceeds, make recommendations on the mitigation of these risks; monitor performance and Supporting remedial actions.
- Supervising team of Administration, day to day activities i.e., Payroll Processing, Invoice Claims, Purchase Order Preparation etc. Project's worth more than US\$ 4.2 Million turnover per month.
- Targeting new business, meeting new clients, setting targets to achieve the business within the deadline, traveling to potential and existing customers, Developing, and sustaining long-term relationships with customers.
- Preparing contracts and negotiating revisions, changes, and additions to contractual agreements with clients, suppliers, subcontractors, and consultants. Keep eye on monthly billing and project collection; follow up.
- Coordinate and oversee administration for project activities and operations to secure efficiency and compliance to company policies, Dealing with sensitive care issues.
- Monitoring the performance of team members and motivating them to meet or exceed targets. Managing training and providing overall guidance of an assigned territory.

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### **IDBI-Federal Life Insurance Co. Ltd as a Dy. Relationship Manager**

Oct 2013 – Mar 2014

- Coordinate with eleven Federal Bank Branches in Mangalore Region; Attending internal staff meeting.
- Motivate, conduct training, Launching Campaign to the Branch Staff with the help of Federal Bank Regional Head.
- Close follow up with branch staff and customers to get the business on daily basis and Publishing day today Login data to regional manager.

- Follow up with the Medical team (Third Party vendor) and operation team for business issuance. Daily basis collecting the lead and contact to customers.

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**MAX-BUPA Life Insurance Co. Ltd as a Relationship Associate**

Apr 2013 – Sep 2013

- Coordinate with Axis Bank Manager and Sales Team; Motivate, Conduct Training and Meeting customers wherever it is required.
- Follow up and arrange a meeting with HNI customers along with the bank branch manager.
- Arranged travel, itinerary and schedule when required for the Cluster Manager; follow up.

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**SBI Life Insurance Co. Ltd as an Admin Associate**

Mar 2012 – Feb 2013

- Responsible for all administrative & back-office jobs.
- Ensure that all branches maintain record & follow ISO standards in day-to-day activities, Resolving online attendance queries and Coordination of internal audits.
- To conduct off site meetings and other employee engagement initiatives as per schedule, within budget.
- Coordinating with HR to issue an offer letter to the shortlisted candidate; Collecting the required documents and background verification of new joiners; Timely dispatch of joining kits to HO.
- Provided front end reception by greeting clients and members of the public, Coordinating with the Regional finance team for clearance of vender bills.

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**Hinduja Global Solution Co. Ltd. as a Customer Relationship Officer**

May 2011 – Feb 2012

- Handling Customer Query, coding and Resolving query within TAT; Maintained consistency performance.
- Coordinate with the Team Leader and manage the escalation Calls.
- Managing teams, during absence of team leader and reporting team attendance to the floor manager.
- Successfully maintained consistency performance 83% of ICE report; Busy Bee Awarded by Center Head.

***Shreekantha Poojari***