

ROLL NUMBER: P25701017

Ms. Rishika Sharma

Female

DOB

25-Mar-2000

TECHNICAL SKILLS

- MS Office
- MS Project
- Primavera
- MS EXCEL
- SPSS
- MS POWERPOINT
- CANDY

PERMANENT ADDRESS

 A3-103, NYATI ESTEBAN, UNDRI
 MARG, UNDRI.

City: Pune

State: Maharashtra

Pincode: 411060

LANGUAGE

- English and Hindi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	8.33	2027
BBA <i>General</i>	MIT WORLD PEACE UNIVERSITY	80.6	2021-Apr
Intermediate <i>Commerce</i>	PUNE	62.8	2018-Apr
High School	PUNE	76.16	2016-Apr

TOTAL WORK EXPERIENCE: 45 month(s)
Scalene Works

06-Apr-2021 - 08-Feb-2022

0 Years, 10 Months, 2 Days
PROFILE: Consultant - Capgemini

Client : Morgan Stanley

Project Resource Lifecycle & Capacity Planning

Owned the end-to-end project resource lifecycle for Morgan Stanley Wealth under Capgemini, handling everything from demand identification, resource planning, and onboarding to final allocation. Led demand forecasting and capacity planning, ensuring critical Time & Material (T&M) and Fixed Price demands were fulfilled on schedule while driving SLA adherence across resume submissions, interview coordination, selection feedback, and final placement.

Cross-Functional Stakeholder Management & Governance

Partnered with Delivery Managers, HRBPs, PMO, Recruitment, and client-side teams to optimize resourcing and align delivery milestones. Facilitated Resource Management Group (RMG) governance calls to review open demands, track fulfillment progress, and guarantee delivery readiness before billing start dates. Supported project onboarding governance by overseeing background verification, access provisioning, and smooth associate integration into delivery teams.

Financial Operations & Revenue Optimization

Monitored project financials by tracking billability, utilization, and margin improvement directly contributing to revenue growth and cost optimization within the business unit. Drove cost reduction and utilization optimization by strategically converting non-billable associates to billable status prior to their joining dates.

Data Analytics, Reporting & Executive Visibility

Developed and maintained daily/weekly project dashboards and reports to provide senior leadership and VPs with data-driven visibility into staffing progress, open demands, allocation timelines, and billability forecasts to support strategic decision-making.

Risk Mitigation, Bench Management & Continuous Improvement

Actively drove risk mitigation by identifying resourcing gaps, planning timely rotations to reduce project roll-offs, and ensuring proactive bench deployment. Organized internal job fairs for associates on bench to enhance redeployment, resource visibility, and project continuity while maintaining a strong focus on workforce planning and delivery excellence.

Key Career Milestone & Recognition

Recognized for exceptional performance and converted from a subcontractor to a full-time Capgemini payroll employee based on demonstrated ownership, delivery excellence, and high stakeholder satisfaction.

Capgemini

09-Feb-2022 - 12-Oct-2022

0 Years, 8 Months, 3 Days
PROFILE: Business Unit Staffing Partner

Client: Morgan Stanley

Account-Level Staffing Strategy & Demand Forecasting

Led the complete staffing strategy and delivery operations for the entire Morgan Stanley account (Wealth & QAPM portfolios), managing end-to-end resource fulfillment. Collaborated directly with offshore sales and client teams to forecast upcoming skill requirements, design targeted hiring strategies, and identify critical demand pipelines to ensure delivery readiness prior to project kickoffs.

Workforce Planning & End-to-End Fulfillment Lifecycle

Oversaw the full delivery lifecycle from initial demand identification, profile screening, and panel coordination to client interview feedback, offer releases, and final allocations. Enforced strict aging controls and SLA adherence by aligning Practice, Recruitment, and Delivery functions to accelerate fulfillment timelines.

Governance, Cross-Functional Alignment & Process Efficiency

Conducted Resource Management Group (RMG) governance calls to drive accountability across all staffing stakeholders and guarantee proactive closures before billing start dates. Streamlined coordination between delivery, recruitment, and practice teams, significantly reducing demand aging and improving turnaround times (TAT).

Executive Reporting & Performance Analytics

Developed and managed comprehensive dashboards and analytical reports to provide leadership with clear, real-time visibility into open demands, staffing progress, allocation timelines, and billability forecasts.

Accenture

25-Oct-2022 - 23-Sep-2023

0 Years, 10 Months, 29 Days
PROFILE: Talent Fulfillment Associate

Early-Career Workforce Deployment & Strategy

Partnered with leadership and delivery stakeholders to design and implement targeted workforce deployment strategies for Level 11 and Level 12 associates under the TechGenics and TechLeap programs. Aligned early-career talent readiness with business demand forecasts while implementing innovative models like early resource mapping and unique interview styles (e.g., elevator pitches) to accelerate time-to-bill and optimize resource utilization.

RMG Governance & Cross-Functional Alignment

Led Resource Management Group (RMG) and stakeholder governance calls with Delivery Managers, HR, and Business Unit Heads to continuously align supply with demand. Monitored allocation timelines and drove cross-functional efforts to ensure maximum, seamless absorption of trained associates into billable projects.

Executive Dashboarding, Analytics & Data Integrity

Designed and delivered comprehensive reporting frameworks and performance dashboards to track unallocated headcount, bench absorption rates, and training efficiency, providing senior management with data-driven visibility into workforce ROI. Collaborated with Business Operations and HR to streamline data accuracy across talent systems, ensuring real-time tracking of skills, certifications, and technology tags for continuous audit readiness.

Talent Optimization, Retention & Risk Mitigation

Conducted root-cause analysis on critical allocation challenges (such as project assignment refusals or skill mismatches), advising HR and Delivery teams on targeted engagement and redeployment strategies to mitigate staffing delays and attrition risks. Additionally, designed change-enablement and retention initiatives such as Graduation Day and ASE Day to elevate the associate experience, strengthen internal branding, and promote early-career success within Accenture.

Erecon Spaces

02-Feb-2024 - 01-Jun-2025

1 Years, 3 Months, 30 Days
PROFILE: Assistant Manager-Process Integration

ERP Architecture, Implementation & Governance

Led the end-to-end design, functional architecture, and implementation of the enterprise ERP system, directing workflow mapping with department heads to eliminate redundancies and establish scalable, control-compliant operational frameworks. Proactively identified process and control risks during the transition including segregation-of-duties gaps, mitigating operational and compliance exposure while driving cross-departmental integration and capability-building.

Strategic Business Development & Venture Planning

Spearheaded market research, strategic planning, operational blueprinting, and technology enablement for a new home interiors venture. Defined sustainable business models and authored high-impact corporate materials to establish market presence and accelerate growth.

Client Relationship Management & Solution Strategy

Served as the strategic liaison for prospective clients, leading initial consultations and driving relationship-building initiatives. Systematically aligned complex client requirements with organizational capabilities to create tailored service offerings, win new business, and guarantee post-sale delivery alignment.

End-to-End Project Lifecycle & Continuous Improvement Analysis

Executed comprehensive project lifecycle analysis to evaluate phase-gate readiness, map dependencies, and optimize process workflows. Conducted risk assessments at each project phase-gate, evaluating control adequacy and escalating red flags to leadership; findings fed into formal Lessons Learned and root-cause documentation used to strengthen future governance frameworks.

Executive Governance Documentation & C-Suite Reporting

Prepared governance and risk-status reports for C-suite leadership, functioning similarly to audit committee updates surfacing project risks, control issues, and mitigation status alongside performance metrics. Leveraged ERP data extraction and analysis to identify process exceptions and inefficiencies, supporting data-driven risk and compliance decisions.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 8 Weeks)
Savills India

04-May-2026 - 04-Jul-2026

8 Weeks
PROFILE: Project Management Intern

Clients: Autodesk, Pune & ArcelorMittal Global Business and Technologies

Total Sqft : Approx 88,000 sqft
Site Supervision & Execution

Owned day-to-day oversight of ongoing activities, ensuring all operational tasks were executed in strict alignment with approved technical specifications and project requirements. Regularly monitored multi-stream progress across all active work packages, proactively identifying operational bottlenecks and escalating issues to leadership for timely resolution.

Quantity Verification & Financial Tracking

Conducted detailed site measurements and audited executed work against baseline project requirements to maintain accurate tracking. Gained practical experience in measurement assessment and tracking mechanisms, ensuring that physical delivery matched overall financial metrics and operational targets.

Quality Inspection & Compliance Control

Participated in quality control initiatives to ensure work met baseline execution standards. Managed snag identification, inspected workmanship across delivered items, and verified that execution methodologies strictly aligned with approved protocols and quality requirements.

Project Coordination & Stakeholder Management

Partnered across cross-functional teams, external contractors, and project leaders to ensure seamless alignment with delivery requirements. Actively followed up on progress, communicated

operational needs, and resolved cross-disciplinary dependencies across distinct technical streams.

Documentation & Progress Reporting

Maintained end-to-end operational records and project tracking tools. Developed daily and weekly progress reports, maintained inspection logs, and updated activity dashboards to provide complete visibility on progress and compliance for leadership and stakeholders.

Health, Safety, and Environmental (HSE) Monitoring & Risk Mitigation

Actively monitored site environment standards and risk mitigation practices to ensure compliance with safety regulations. Participated in safety briefings and motivational programs, identifying operational hazards and enforcing compliance standards to maintain a safe working environment.