

ROLL NUMBER: P25701017

Ms. Rishika Sharma

Female

DOB

25-Mar-2000

TECHNICAL SKILLS

- MS Project
- Primavera P6
- 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)
Erecon Spaces

02-Feb-2024 - 01-Jun-2025

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

ERP Architecture, Implementation & Governance

Led end-to-end design, functional architecture, and implementation of an enterprise ERP system across 6 departments and 45 employees, mapping workflows with department heads to eliminate redundancies, cutting manual processing time by ~25%. Identified 12+ process and control risks, including segregation-of-duties gaps, mitigating compliance exposure while driving cross-departmental integration and training for 45+ end users.

Strategic Business Development & Venture Planning

Led market research, strategic planning, and technology enablement for a new home interiors venture, developing a business model targeting 20%+ gross margins. Authored business plans, pitch decks, and go-to-market materials that supported a launch pipeline of 15+ prospective clients within the first 6 months.

Client Relationship Management & Solution Strategy

Served as strategic liaison for 20+ prospective clients, leading consultations and aligning complex requirements with organizational capabilities. Converted client needs into tailored service offerings, contributing to a 90%+ post-sale delivery satisfaction rate and repeat engagement.

Project Lifecycle & Continuous Improvement Analysis

Led lifecycle analysis across 10+ projects with a team of 5, evaluating phase-gate readiness and dependencies to cut project cycle time by ~15%. Ran risk assessments at each phase-gate, escalating 8+ control red flags to leadership; findings shaped Lessons Learned documentation that reduced repeat issues by 20% in later projects.

Executive Governance Documentation & C-Suite Reporting

Prepared monthly governance and risk-status reports for C-suite leadership across 6 departments, mirroring audit committee updates on risk, controls, and mitigation status. Used ERP data extraction to flag 15+ process exceptions, supporting decisions that improved operational efficiency by ~10%.

Accenture

25-Oct-2022 - 23-Sep-2023

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

- **Workforce Deployment & Strategy:** Engineered Level 11/12 deployment models under **TechGenics** and **TechLeap**, leveraging early resource mapping and **elevator pitches** to accelerate **time-to-bill** and optimize resource utilization.
- **RMG Governance & Stakeholder Alignment:** Led **RMG** governance with Delivery Managers, HR, and Business Unit Heads to synchronize supply with demand forecasts and drive seamless absorption into billable projects.
- **Analytics & Dashboarding:** Built executive performance dashboards tracking unallocated headcount, **bench absorption rates**, and training ROI; partnered with Business Operations to maintain real-time skills and certification audit readiness.

- **Talent Retention & Risk Mitigation:** Performed root-cause analysis on allocation friction (skill mismatches, assignment refusals) to guide targeted redeployment; spearheaded retention initiatives like **Graduation Day** and **ASE Day** within **Accenture**.

Capgemini

09-Feb-2022 - 12-Oct-2022

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

Client: Morgan Stanley

- **Account Staffing Strategy & Demand Forecasting:** Led end-to-end resource fulfillment and staffing strategy for the entire **Morgan Stanley** account (**Wealth & QAPM** portfolios). Partnered with offshore sales and client teams to forecast skills, design hiring strategies, and ensure delivery readiness.
- **Workforce Planning & Fulfillment Lifecycle:** Managed the full delivery lifecycle from demand identification, screening, and panel coordination to offers and final allocations. Enforced strict aging controls and SLA adherence across Practice, Recruitment, and Delivery.
- **Governance & Process Efficiency:** Led **Resource Management Group (RMG)** governance calls to drive stakeholder accountability, secure proactive closures before billing dates, and significantly reduce demand aging and turnaround times (**TAT**).
- **Executive Reporting & Analytics:** Built comprehensive dashboards and analytical reports delivering real-time leadership visibility into open demands, staffing progress, allocation timelines, and billability forecasts.

Scalene Works

06-Apr-2021 - 08-Feb-2022

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

Client : Morgan Stanley

- **Resource Lifecycle & Capacity Planning:** Owned the end-to-end resource lifecycle for **Morgan Stanley Wealth** under **Capgemini**, managing demand identification, capacity planning, and fulfillment of **T&M** and **Fixed Price** demands. Drove SLA adherence across resume submissions, interviews, and final placement.
- **Stakeholder Management & Governance:** Partnered with Delivery Managers, HRBPs, PMO, and client teams. Led **Resource Management Group (RMG)** governance calls to track fulfillment, ensure delivery readiness before billing dates, and oversee onboarding (BGV, access provisioning).
- **Financial Operations & Revenue Optimization:** Monitored project financials, billability, utilization, and margins to drive revenue growth. Optimized costs by strategically converting non-billable associates to billable status pre-joining.
- **Analytics & Executive Reporting:** Developed daily/weekly dashboards giving senior leadership real-time visibility into staffing progress, open demands, allocation timelines, and billability forecasts.
- **Risk Mitigation & Bench Management:** Mitigated resourcing gaps and managed roll-offs by organizing internal job fairs for bench associates to accelerate redeployment. Recognized for excellence and converted from subcontractor to full-time **Capgemini** payroll.

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 Support:** Assisted in the daily oversight of operations, ensuring field activities aligned with technical specifications and project requirements. Tracked multi-stream progress and helped proactively resolve operational bottlenecks.
- **Quantity & Financial Tracking Support:** Assisted with site measurements and audited executed work against baselines, helping ensure that physical delivery closely matched financial metrics and operational targets.
- **Quality Inspection & Compliance Support:** Contributed to quality control initiatives by assisting with snag identification, workmanship inspections, and verifying adherence to approved protocols and standards.
- **Stakeholder Coordination Support:** Supported cross-functional teams and external contractors by following up on progress, communicating operational needs, and helping resolve cross-disciplinary dependencies.
- **Documentation & Progress Reporting Support:** Maintained operational records and assisted in drafting daily/weekly progress reports, inspection logs, and activity dashboards for leadership visibility.
- **HSE Monitoring & Risk Mitigation Support:** Assisted in monitoring site environmental standards and safety regulations, identifying operational hazards, and enforcing compliance to maintain a safe working environment.