

# Puneet Wadhwa

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## CAREER SUMMARY

- **PMP (PMI Certified)** Project Management Professional with 10 years of experience in Consulting, Business Improvement, and IT Projects delivery.
- Excellent leadership, customer interaction and communication skills; Demonstrated ability to **lead and participate** in team projects of all sizes, and recipient of many accolades.
- Outstanding skills and ability in **building relationships and strong partnerships** with clients, talent management, and business process improvement in client facing roles.
- Very well versed in **business development, brand building, search engine optimization and internet marketing**; Led Regions bank's entire **Web Presence enhancement** subcommittee, and online campaign management efforts.
- Well adept at using **Project management, Reporting and Collaboration tools** including BMC Remedy, Microsoft Team Foundation, Microsoft Project, and Microsoft SharePoint.
- Awarded with the prestigious "**Who's Who Among Students** in American Universities Award"
- Exceeded management expectations throughout the career.

## EDUCATIONAL BACKGROUND

<b>PMP Certified</b> Project Management Professional	June 2009
<b>Master of Science (MS)</b> , Computer Science University of Alabama at Huntsville, USA	December 2004
<b>IBM Certified</b> eCommerce Professional	December 2001
<b>Bachelor of Engineering (BE)</b> Nagpur University	August 2000

## PROFESSIONAL EXPERIENCE

**Manager, Program Management** **Sapient Corporation**  
PMO Team Gurgaon, India  
September 2009 – Till Date  
Working with Sapient as a Manager, Program Management since September 2009. Roles and responsibilities include working with clients such as CitiGroup and Royal Bank of Scotland ([details below](#)) in various capacities including Project Manager and Business Improvement Manager.

**Manager, Business Improvement Consulting** Company: Sapient Corporation  
April 2010 – November 2010 Client: **Royal Bank of Scotland**, Gurgaon, India

Working as a Manager, Business Improvement (General Management); responsibilities include managing several BI programs including management of learning and development initiatives, designing of organization performance improvement scorecards, resource planning, space planning, business management and reporting.

Some recent projects/key contributions include:

- **Design of Business Improvement Scorecard** – a strategic performance management scorecard used by senior management and executives across all Business units to monitor business health, identify issues, and keep track of the execution of activities spread across various areas ranging from financial performance, process adherence, to stakeholder satisfaction.
- **Relaunch of “Art of Delivery”**- a four day experience based training program revolving around various facets of software delivery. My role involved project managing the relaunch in India from all aspects; Responsibilities included revamping of training materials and facilitator decks, prepping and training role players and facilitators, communications management, logistics management, and vendor management.
- **RBS Global Banking and Markets Restack**: Performed the role of a Project Manager for the GBM restack project which involved requirements gathering, project planning, and relocation planning of over a thousand employees and infrastructure assets spread across six locations in NCR. Key responsibilities included overall project planning, stakeholder alignment, infrastructure management, space planning, communications management and team management.

**Project Manager**

September 2009 – February 2010

Company: Sapien Corporation  
Client: **Citigroup**, Gurgaon, India

Worked with Citigroup as a Delivery Project Manager to build a centralized sales dashboard across products, regions and clients for Citigroup sales persons to view information pertaining to their portfolio and details of each client consolidated in one space.

Key roles and responsibilities included:

- Project Estimation, Scheduling, Planning and Monitoring
- Stakeholder Management, handling daily client calls and weekly status reporting
- Scope Management and Control
- Identifying, managing and mitigating project risk
- Worked closely with the team to deliver some critical pieces of the project in a relatively short turnaround time.

**AVP/Project Manager/Development Lead**

May 2008 – July 2009

**Regions Financial Corporation**  
Birmingham, AL, USA

Roles and responsibilities include managing and leading teams of developers and business analysts through all stages of SDLC such as Initiation, Planning, Execution, Monitoring and Closing.

*Key Contributions:*

- Planned, directed and managed project teams for several Mortgage Systems' projects.
- Was chosen the **committee leader for the entire Bank's Web presence enhancement** sub-committee; Led brainstorming sessions, customer surveys, persuasive content research, campaign management and development of products and features such as online chat support and human resource portal.
- Involved in all stages of the project from Initiation to Closing.

**Project Leader - Bioinformatics Curation**

February 2005 – May 2008

**Open Biosystems, Inc**  
Huntsville, AL, USA

Worked with Open Bio Systems, as a Project Leader in Bioinformatics Curation efforts. Roles and responsibilities included managing teams to design and develop new software tools, programs and web applications; performing Extract, Transform and Load (ETL) operations on huge amounts of genetic data; Querying of data from RDBMS based on complex criteria; and Algorithm design and development.

*Key Contributions:*

- Helped **re-design and integrate the company's software and data system architecture** and processes by developing and using a framework approach consisting of multi-Tier model.
- Handled the **Data Mining, Data transformation, ETL, Data Curation, Data migration and data analysis operations**; and handling complex data retrieval requests from the Sales and R&D Teams.

## Analyst

September 2002 – December 2004

College of Administrative Science

Huntsville, AL, USA

Worked closely with the advisor in research on **PriceWaterHouseCooper's projects**, "Paths to Value", and "Investigating costs of Opacity" as an Analyst. Roles and responsibilities involved work in the domain of finance, databases, information mining, and knowledge extraction from PriceWaterhouseCooper's survey response data of around 400 freshly incorporated, VC funded companies.

## Project Coordinator

(August 2000 – May 2002)

Better eSolutions, Inc

New Delhi, India

Better eSolutions is a New Delhi based startup company specializing in software and web applications' development using Java and .NET technologies. Working as a Project Coordinator, and a founding member, roles in the company ranged from customer interaction and project management, to eliciting requirements, and development.

### Key Contributions:

- Prepared project proposals, bidding documents, and was instrumental in winning several big contracts and projects for the company from both local and international clients.
- Managed the company's Web and Viral marketing initiatives to promote the business on limited budgets.
- Managed the business development and human resource efforts

## TECHNICAL SKILLS

Project Management	MS Project, SharePoint, Visio, MS Team Foundation Suite, BugZilla
Reporting Tools	SQL Server Reporting Services (SSRS), Crystal Reports, MS Excel
Languages	C#, Perl, XML, SQL, Java, PHP
Database Systems	MS SQL Server, Sybase, PostGreSql, MS Access, mySQL
Web Applications	AJAX, ASP.NET, ASP, XSLT, DHTML
Operating Platforms	MS Windows, UNIX, LINUX
Concepts/Technologies	ETL, Data warehousing, Data Mining, Design Patterns

## AWARDS AND HONORS

- **"Who's Who Amongst Students in American Colleges and Universities"** Award, 2003
- **1st Prize**, TIE'2K (RKNEC, Nagpur) – National Level Paper Presentation Competition
- **1st Prize**, Innovations '00 (Institute of Engineers, India) – National Level Project Competition
- **1st Prize** – Planet Source Code's "Superior Coding Competition"
- **Special Encouragement Award**, Techfest '2000 – Indian Institute of Technology (IIT), Mumbai

## PUBLICATIONS AND PRESENTATIONS

- **Vector-G**: multi-modular SVM-based heterotrimeric G protein prediction; *In-silico Biology journal* 02/2008
- Submitted article on **"High Throughput Data Annotation Program"** to Bio IT World 2006 Best Practices Competition

## SUMMARY OF MAJOR PROJECTS

### **Mortgage Loan Repurchase Management System**

Regions Financial Corp.

Responsibilities: Project Planning, Design and Programming, Requirement Analysis, Risk Management

Technologies: C#, ASP.net, SQL Server' 08, SSIS, SSRS, MS Team System, Data modeling

Roles in the Repurchase Management System project consisted of working with other project managers during all project lifecycle stages. Also acted as the development lead. Worked on requirement analysis, scope plan, data modeling, architecture design and programming. Also acted as the line of business liaison and actively managed regular communications and meetings. Created use cases, test plans and quality control documents. Prepared closing documents and recorded lessons learned.

### **Regions Real Estate Owned (REO) Website enhancements**

Regions Financial Corp.

Responsibilities: Project Planning, Requirement Analysis, Procurement Management, Programming

Technologies: Java, Oracle, UNIX, Crystal Reports, Data modeling, Eclipse, Tomcat

Roles in REO website enhancements included feasibility analysis, project kickoff, requirements analysis, scope management, dividing the project into phases, communications management, stakeholder management, WBS and WBS dictionary design, organizing meetings and conference calls. Also involved in managing dealings with a third party vendor for outsourcing related efforts.

### **GUI Based Automatic Clone Data Management Software**

Open Biosystems, Inc

Responsibilities: Project Scope management and control, Requirement Analysis, Cost and Quality Management

Technologies: C#, Windows Forms, XML, MS Team System, VS.NET

Developed a software tool for automating the curation process of genetic data received by Open Biosystems in disparate forms and from various sources such as the IMAGE Consortium, National Center for Biology Institute and CSHL Labs. The tool accepts data in various vendors' formats and generates data files in a format which can be loaded into the Open Biosystems' databases.

### **IQ3 – Intelligent Database Query System**

Open Biosystems, Inc.

Responsibilities: Project Planning, Requirement Analysis, Cost and Quality Management, Reporting

Technologies: C#, ASP.net, MS Team System, Sybase ASE 12.5, ASP.net, MS SQL Server, Sybase

IQ3 was developed as an answer to a high number of data retrieval requests that the Software group received each day from the Sales teams, and from external customers. The tool accepts the querying criteria from customers in various formats such as web form inputs, flat file uploads and other special needs; and returns them matching data from the Open Biosystems' inventories and data sources.

### **Indian Trends Travel Portal**

Better eSolutions, Inc

Responsibilities: Project Scope management and control, Requirement Analysis, Cost and Quality Management, Development

Technologies: ASP, SQL Server, Microsoft Access, Web design and development

I was involved with Indian Trends (a project for a Better eSolutions client) in the role of a Project Manager/Coordinator. Gathered requirements and put together the scope document and project proposal. Put together a WBS, WBS dictionary, cost estimates and project schedule. Worked with the stakeholders to identify risks, issues, and changes in the project plan. Involved in the final closing process.

### **Savi Vision Web site development**

Better eSolutions, Inc

Responsibilities: Project Scope management and control, Requirement Analysis, Cost and Quality Management

Technologies: ASP, SQL Server, Web development

Involved in project management, project proposal development, bidding for contract, administering contract, and development of complete web presence (website, newsletters etc) and an internet marketing and search engine optimization strategy.