S R E E J I T H S

B R I E F O V E R V I E W

Over 9 years of experience in various areas namely Vendor management, Client management, Vendor/Client Governance, Financial Planning and Analysis (FP&A), PMO and process migration and business operations. Possess excellent interpersonal communication and organizational skills with proven abilities in FP&A and customer relationship management.

E X P E R I E NCE

# EY Global Delivery Services India LLP Kochi, India

Assistant Manager

Managing and mentoring an 11-member team. Relationship management and Service delivery. To ensure a good working relationship with the client, relevant third parties.

Working closely with leadership on effective implementation of services to EY

Project management.

Monitor SLAs/KPI’s contractual requirements, service quality and financial budgets.

Ensure changes in scope are agreed upon between EY and Client including contractual agreement and commercial/fee implications.

Escalation Management & Proactively consider and identify any potential additional needs, service opportunities and efficiency/service level enhancements.

Sep 2020 -

Aug 2021

# Alight NGA HR PVT.LTD Kochi, India Sep 2017 -

Payroll Partner Governance Coordinator – Vendor Payroll Services

Sep 2020

052 2063102

jeetu419@gmail.com sreejith-s-b008a929

2009 - 2011

Bharathiyar University

Master of Business Administration ( Finance & Marketing)

2005 - 2008

Kerala University

Bachelor's Degree in Commerce

Team Management

MS Office Communication Leadership and Coordination

Adaptability and Problem Solving Skills

Business Analysis Business Development Risk Management

Relationship Handling

S K I L L S E T

E D U CA T I ON

CONT A CT

Act as a governance model between NGA Ops and the partners we do business with. The model bridges the gap between the duo in terms of issue resolution, Escalations, and personality clashes if any. Main responsibilities at NGA includes ensuring that Technology Payroll Platform Partners and HRO Tier 2 Partners are operating at the expected level of requirements and specifications as stated within their contracts. Governance with Partners is well- coordinated & documented. Invoices are validated to contract and approved, and NGA Technology is operable post-go-live.

Help clients to go onboard to a new payroll technology partner during the critical project pipeline stage, through hyper care and post go-live

# Oracle India Pvt. LTD Bangalore, India

Business Analyst (On Contract)

Responsible to provide weekly billing & Invoicing updates.

Project governance and stakeholder management. Project health check.

Drive the finance and billing working group. Ensuring timely billing aligned to delivery and manages dispute/Escalation.

Project Documentation and managing delivery of all internal projects.

Preparing forecasts for the new Projects based on the information provided by the Project Partners and Project Managers.

Responsible for project reporting and updates for governance stakeholders.

May 2017 -

Aug 2017

# Liquid Hub Corporation Hyderabad, India Feb 2017 -

Senior Executive – Business Operations

April 2017

Stakeholder Communication with delivery leaders, sales leaders and finance to understand our business, account receivables and pipeline.

Develop and publish revenue forecasts and gross margin analysis.

# Deloitte Consulting India Pvt, Ltd. Bangalore, India Dec 2014 -

Project Controller

June 2016

Mentoring 5-member team

Involved in Budgeting, Forecasting and Headcount reporting across projects which includes:

Forecasting and detail expense planning. Variance analysis of Actual spent against Budget.

Support preparation of budgets and forecasts to project and track revenue, expense, etc.

Involved in understanding the business requirement and help the project management with various reports such as staffing mix.

Process documentation and training to new joiners. Forecasting and expense planning.

Variance analysis of Actual spent against Budget. Issuing invoices.

# Oracle India Pvt. LTD Bangalore, India May 2012 -

Senior Analyst – Account Receivables

Dec 2014

Advanced Excel training

from Oracle and Deloitte. Proficiency in Oracle applications. (R12/Fusion)

DOB

: 27 Feb 1988

Marital Status : Married

Nationality : Indian Passport No : T1849879 Visa Status : On Visit

P E R S ONA L D E T A I L S

T R A I NI NG S

Invoice processing.

Customer query / Issue handling. GL – AR reconciliations

Submission of various reports to higher management.

Reconciliation of GL accounts on monthly basis and reporting to respective country controllers Reporting.

Situational leadership as and when required for monitoring the team activities.