



Ayyagari Sowmya PMP®

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OBJECTIVE

Seeking a position to utilize my skills and abilities to take challenging role that offers professional growth while being resourceful, innovative and flexible in an organization where there is an ample scope for organizational as well as individual growth.

CAREER DETAILS

A Project Management Professional and Microsoft Certified Power Point Specialist with 12 yrs of experience in Waterfall and Agile Project Management, PMO, Project Planning, Scheduling, MIS Reporting, Project Monitoring, Billing, resource mobilization, co-ordination, procurement and Contracts Administration and Corporate office coordination and also as Executive assistant. A Multitasking professional, adept at working in high-pressured environment with strict deadlines and multiple deliverables.

Working with Phoenix – Turner as Manager – Program Management and have opportunity to handle the overall co-ordination and inter disciplinary planning and project management for projects, which is of multidisciplinary nature.

ACADEMIC CREDENTIAL

PMP® Project Management Professional: Certified PMP from PMI with latest PMP Agile methodologies with all three modules Above Target

MOS: Microsoft Office Specialist in Power Point, certified by Microsoft Corporation.

B.Tech (Civil) with Distinction (72.83%) in 2010 from Gayatri Vidya Parishad College of Engineering (GVPCOE), Visakhapatnam, accredited to Jawaharlal Nehru Technological University (JNTUK), Kakinada (AP).

TRAINING & CERTIFICATION

- **PMP® Project Management Professional:** Certified PMP from PMI with latest PMP Agile methodologies with all three modules Above Target
- **MOS Power Point:** Microsoft Office Specialist in Power Point, certified by Microsoft Corporation.
- **JIRA :** The Complete JIRA Agile Project Management Course from Udemy
- **Agile Scrum Master:** Agile Scrum Master Certificate from Simplilearn.
- **MS Project:** Trained in MS Project from ExcelR
- **Primavera:** Trained in Primavera from TATA .
- Certification in Auto-CAD from Indo German institute of Advanced Technology (IGIAT), Visakhapatnam.
- Successfully completed Training at L&T Construction (HO), for “Primavera”, conducted by L&T Institute of project Management
- Training on Supervisory and Executive Development in collaboration with IFMR, Chennai.

OCT 2021 – PRESENT – PHOENIX GROUP

-“ Manager – Program Management - (PMO)

- Reporting directly to the Program Director (PD), Phoenix Turner (PMO), providing executive support in a one-on-one working relationship
- Serve as the primary point of contact for internal and external stakeholders on all matters pertaining to the PD’s office. Communicate directly, and on behalf of the PD with various internal and external stakeholders
- Serve as a SPOC to senior management teams; organize and coordinate executive outreach and external relations efforts; and oversee special projects
- Facilitate Project team in MIS reporting, organize scrum meetings, Kanban Boards for issue tracking and facilitate smooth closure of issues
- Assist project team in scheduling , tracking delays in MS Project and assess Risks and Project delivery requirements.
- Work independently on projects / tasks, from conception to completion and confidential matters with discretion
- Maintain project documentation at PMO level , lay down processes and develop project plans , presentations.
- Prepare Project presentations and status reports for Management and Project Manager.
- Research, prioritize and follow up on incoming issues and concerns addressed to the Program Director, including those of a sensitive or confidential nature. Determine appropriate course of action, referral, or response
- Provide a bridge for smooth, timely and effective communication between the PMO and internal departments; demonstrate leadership to maintain credibility, trust and support with senior management staff
- Work closely and effectively with the Program Director (PMO) to keep him well informed of upcoming commitments and responsibilities, following up appropriately
- Successfully complete critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the Program Director (PMO) conflicting needs; handle matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures
- Participate as an adjunct member of the Executive team including assisting in scheduling meetings and attending all meetings
- Work on strategic initiatives in coordinating the PD’s outreach activities
- Take part of the Senior Leadership Meetings (quarterly or monthly) and provide inputs along with the documentation and timely follow-up on action points

AUG 2017 – SEP 2021 – M/S TATA PROJECTS LTD

-“Manager – Project Coordinator – Project Management Office (PMO)”

- Project Management operations across SBU, Prepare and present detailed status, risk and resource reports to management
- Reporting Key performance indicators and project level dashboard to MD Office.
- Implemented Pull Planning – Last planner System for PAN India projects
- Instituted use of Microsoft Project / Primavera to streamline process of tracking timeline, progress, tasks and costs, improving project estimate accuracy
- Identified and removed barriers to ensure successful project execution, working closely with cross-functional teams such as supply chain and engineering.
- Performed senior-level project management duties including risk management, data analysis and project planning.
- Assists Project Managers in the development of detailed MSP program plans, covering activities across the Line Functions
- Identify project resources and work with the Project Management Office to assign individual responsibilities
- Develop and maintain project schedules and calendars with the input and assistance of transition leads
- Provide guidance and leadership to junior members of the project management team
- Budgeting, costing & planned / actual progress monitoring for all projects.

- Monitoring Control Budget and Cost overrun.
- Timely submission of MIS reports to Management
- Revenue & Cash Flow Monitoring
- Sustainability lead for SBU
- Power point presentations for strategy, MIS, Projects status to MD to Board.

JUL 2010– AUG 2017 – M/S LARSEN & TOUBRO CONSTRUCTION LTD

–“Executive Assistant to Project Director (Vice President) – Hyderabad Metro Rail Project”

- As Executive Assistant to Project Director for Hyderabad Metro Rail Project, Interaction with site team, collection of reports from site, Analysis and Preparation of reports and action follow-ups.
- Project budgeting, costing & planned / actual progress monitoring.
- Proof reading and formatting documents, letters for director’s review.
- Preparing power point presentations.
- Attending co-ordination & performance meetings with consultants/engineers and client.
- Preparation of Minutes of meetings and circulation.
- Preparing and updating of daily, weekly & monthly progress reports for client & project management submission.
- Maintaining of all documentation as required by the company including all internal reporting.
- Follow-up with Clients for timely submissions and correspondences.

–“Project Planning, Controlling & Monitoring”

- Preparing & updating of project plan & schedules, schedule tracking at site, organization chart etc.
- Preparing power point presentations for progress, cash flow and overall target achievement for internal client and also to Core Group in Head Quarters.
- Resource planning and optimization among various independent companies involved in project.
- Liaising with clients & project team at site for preparation of programs, procedures and method statements for construction activities.
- Monitoring of execution and representing them in unit progress format, coordination with site personnel / engineer for timely completion of project.
- Preparing of formats for the monitoring of progress, also for records and information.
- Preparing & updating of pictorial progress of Viaduct, Stations and Track & Traction.
- Authorization Job cost Reports and Work orders in System.
- Preparation and submission of monthly Executive Summary Report to Chairman.
- Submission of progress related photographs and videos to client as contractual requirement.
- Any other task, as assigned by the office / site head.

–“Procurement, Contracts and Tendering”

- Study contract documents, drawings, specifications, BOQ and finalize scope of work.
- Float enquiries to Pre-approved Vendors, obtaining rates, quotations for supply and sub-contract scope of works.
- Preparation of Rate Analysis and comparative statements.
- Drafting Contractual letters and taking care of client correspondence.
- Setup and manage the record/register of approved suppliers and sub-contractors from client.
- Negotiate with vendors and attending meetings.
- Monitor the progress of requisitions and orders.
- Identify changes to the scope, implement, and track changes.
- Liaise with all vendors until supply issues are closed.
- Timely collection and proper filing of Material Receipt Notes and Delivery Challans.

-“Client & Sub- Contractor Billing, Quantity Survey”

- Preparing of IPC against the work executed, further submission to client/consultant, getting checking of bill from client/consultant, payment follow up from client. Preparation of bill summary report against the claimed amount and certified amount, variance report, bill payment detail etc.
- Review of Bill Of Quantities and item lists.
- Study of GFC drawings, preparation of BBS for cutting & bending, taking out material or special material requirement, indent of material.
- Computing the requirement of material & resources as per estimated quantity, analyzing wastage of material by reconciliation method.
- Computing detailed estimated quantities of earthwork, concrete, steel, etc. as per GFC drawings.
- Estimation of material & labor requirement based on output.
- Preparation of the sub – contractor bills and closing of Final bills.
- Maintaining Drawing register and issue of Good for Construction drawings to site and timely updation of superseded drawings and ensuring their returning form site

ORGANIZATIONAL EXPERIENCE

Office : **PMO Office ,Phoenix Turner**
Tenure : Oct’21 – Present
Place : Hyderabad (Telangana)
Organization : **M/s Phoenix Group**

Summarizes of Office –

Phoenix Group Real Estate, based in Hyderabad formed a Program Management Office in January 2018. Turner Project Management India has become an integral part of this organisation, integrating with Phoenix staff directly to advise and manage the technical delivery their projects.

Office : **Head Quarters, TATA Projects Ltd**
Tenure : Aug’17 – Sep’21
Place : Hyderabad (Telengana)
Organization : **M/s TATA Projects Ltd**

Summarizes of Office –

Head Quarters of M/s TATA Projects Ltd. The Projects, PAN India will be controlled by this office.

Project Title : **Hyderabad Metro Rail Project**
Tenure : Jul’11 – Aug’17
Place : Hyderabad (Telengana)
Client : Larsen & Toubro Metro Rail Hyderabad Ltd (LTMRHL)
Owner : Government of Telengana
Organization : **M/s L&T CONSTRUCTION**

India's largest construction organization and ranked among the world's top 30 contractors, has been over the past seven decades transforming cityscapes and landscapes with structures of immense size and grandeur. The company's capabilities span the entire gamut of construction - civil, mechanical, electrical and instrumentation engineering - and its services extend to all core sector industries and infrastructure projects in India & Abroad.

Summarizes of project –

Hyderabad Metro Rail will be the world's largest elevated metro rail. A PPP project based on DBFOT (Design, Build, Finance, Operate and Transfer) basis, it is estimated HMR will be catering to 15 lakh passenger by 2016-17. Covering a distance of 72 kilometers, with stations at every kilometer, The track gauge is a Standard Gauge (1435 mm) and the electrical traction is 25 kV AC, 50 Hz overhead traction system. The signaling system caters to the needs of a designed speed of 80 KMPH, with state-of-the-art features consisting of Automatic Train Control (ATC), Automatic Train

Protection (ATP) and up gradation facility to Automatic Train Operation (ATO). The system is designed to cater to 50,000 PHPDT for Corridors I and III and 35,000 PHPDT for Corridor II.

Office : **Hyderabad Regional Office – Building & Factories IC, L&T Construction**
Tenure : Feb'11 – Jun'11
Place : Hyderabad (Telengana)
Organization : **M/s L&T CONSTRUCTION**

Summarizes of Office –

Regional / Cluster office of Building & Factories, an independent Company within Larsen & Toubro Construction Division. The Projects under the purview of Andhra Pradesh & Telengana States will be controlled by this regional office.

Project Title : **Mahatma Mandir Project**
Tenure : Jul'10 – Febs'11
Place : Gandhinagar (Gujarat)
Client : Industrial Extension Bureau (INDEXTB)
Owner : Government of Gujarat
Organization: **M/s L&T CONSTRUCTION**

Summarizes of project –

Mahatma Mandir Convention cum Exhibition Centre has been inspired from and reflects the life and philosophy of the Father of the Nation- Mahatma Gandhi; reflecting the prosperity of Gujarat. The complex site is spacious enough to handle swift movement of up to 15000 people. The convention hall has seating capacity of 6000 seats undivided with VIP viewing gallerias. There are 4 seminar rooms (3 with seating capacity of 500 Persons each and 1 with seating capacity of 1000 Persons). There are 2 of large size and 1 medium size exhibition centers. Seven hi-tech conference halls and a modern meeting room. Three Exhibition halls with column free structure. The planning and design is done as per green construction technology. All wastewater treated & recycled for flushing, irrigation, etc. Street lights on hybrid renewable energy

IT SKILLS

| | | |
|----------------------|---|---|
| Engineering Software | : | Auto CAD |
| Project Management | : | Primavera, MS-Project, JIRA |
| Office Packages | : | Microsoft Certified MS - Power Point Specialist, MS-Word, MS-Excel, |
| Operating System | : | Microsoft Windows |

PERSONAL DETAILS

DOB : 18th Jun, 1989
Sex/Marital Status : Female/Married
Address for Correspondence : Flat 511, Space Times Tristar Homes,
Tiwari Nagar, Miyapur,
Hyderabad
Languages know : English, Hindi, Telugu
Passport : L2768895

Certification:

I, the undersigned certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experiences and myself.

