

## Project Management Officer

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Company: Intellect Design Arena Ltd

Location: hyderabad

Category: other-general

About Intellect Design Arena Ltd. Intellect Design Arena Limited is a global leader in Financial Technology for Banking, Insurance and other Financial Services. With a rich suite of products across the organization, we are an authority on vertical and integrated products that enable institutions to meet their ambition to be the principal service provider to their customers. Our commitment is to take banking into the future, anticipating and solving needs of tomorrow's businesses. We create financial technologies that help banks lead businesses on the path to growth and success. Our solutions help move the banking world forward; because that's what happens when the world knows it has financial institutions they can rely on. This is the philosophy that we at Intellect follow and our commitment to our customers' success. A uniquely focused Products business, over \$200 million Intellect Design Arena group has the soul of an agile start up, with the maturity of an established specialist in designing advanced technology products for global financial platforms across Global Transaction Banking (GTB) , Global Consumer Banking (GCB), Risk, Treasury & Markets (RTM), Insurance (Intellect SEEC) and e- Governance (GeM). Intellect provides full spectrum, fully integrated products that run in over 250 financial institutions, across 90+ countries. With over 4500 solution architects, domain and technology specialists, backed with over 30 years of deep domain expertise, Intellect is the brand on which progressive financial institutions rely on for transformation initiatives. Our aggressively customer-centric design philosophy has enabled the engineering of agile & holistic digital solutions, with full lifecycle enablement and industry-leading performance assurances. Explore more about us at : [www.intellectdesign.com](http://www.intellectdesign.com)

Roles and Responsibilities:- Project Performance Management,

Resource Management, Revenue Management, Vendor Management, etc...Business Operations PMO (Project Management Office) focuses on managing and optimizing the operational aspects of a business. Executing project operations including initiation, resource planning, revenue execution, tracking and documentation. Applying knowledge of PMO development methodology to monitor & ensure completion of projects on schedule. Ascertaining that invoicing & collections are performed efficiently from a project management point of view. Looking after projects cost by managing profit & cost sheets for each project / program. Participating in a project kick-off meeting involving direct & execute approved project plan, execution, time, cost, quality, risk and change management. Alerting revenue risk to management (including revenue risk identification, monitoring & response) Involving projects through a complete project life-cycle with minimum supervision. Coordinating with necessary resources for their project allocation by working with appropriate Line Managers including any vendor or third party resources. Actively involved in close-out of projects. Assist Project Manager to plan, organize, coordinate and support project maintenance of all Project Management Processes. Prepare Project Monthly Report (Cost, Schedule variance, effort variance, and Risk) and assist in preparation of presentations to senior management.

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