

Vivek Khanna

19800 Kenswick Dr. Apt # 719
Humble, TX 77338

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(860) 713 - 8002
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Objective Looking for a business analyst /consultant/ management position providing opportunity to effectively utilize my skills in IT consulting, project management, and business process analysis.

Education

Texas A&M University, Mays Business School, College Station, TX

December 2009

Management Information Systems, GPA 3.72

University of Mumbai, K.J.Somaiya College of Engineering, Mumbai, India

July 2007

Bachelor of Engineering in Electronics, GPA 3.87

Work Experience

Searce Inc

Client: CEVA Logistics

Oct 2010-Present

Business Process Improvement Manager

Logistical analysis, Invoicing, Collections & Accounts Receivables

- Leading a team of 15 Business Process Analysts at the client location and managing coordination of activities with account directors and vertical leads located at geographically distributed offices across globe.
- Leading an outsourcing project impacting around 800 FTEs and worth around \$50M annually in synergy with HCL to transition current activities at CEVA's US stations to HCL's offshore delivery center. Mapping client's current processes to identify business opportunities for activities to be outsourced.
- Managing end to end transition of activities to an offshore location using Asset Methodology and identifying opportunities to improve & streamline the process to be better suited for an offshore business model

Searce Inc

Client: CEVA Logistics

Mar 2010-Oct 2010

Business Process Improvement Analyst

- Involved with business process improvement of invoicing and Account Receivable Analysis in the global logistics and freight forwarding industry
- Managed automation and centralization of freight tariff distribution systems and coordinated requirement gathering and translated them into of Web-based system through SDLC
- Managed a team of 5 data analysts to tracks ocean/air/ground shipments to ensure SLA adherence and provide near-real time shipment visibility to client's management and its customers.
- Managed a team of six analysts for Corporate Intercompany Analysis and Reconciliations and streamlined the processes to achieve fair revenue and expense sharing between participating countries

Affiliated Computer Services

May 2009-August 2009

Client: Goodyear

Internship: Project Manager Analyst

- Managed overall project dependencies and ensured project deliverables stayed on-time, on-target and within budget constraint
- Analyzed various issues & risks identified in the project and prepared action items & risk mitigation plans in SharePoint services to resolve existing problems
- Collaborated with senior, technical and functional management through frequent client meetings such as status update, change control and risk planning

Department of Multicultural Services, Texas A & M University

January 2009-December 2009

Graduate Assistant: Web & Marketing Assistant

- Maintain department website and provide consultancy for student organizations' website as needed and assist with marketing through use of online marketing tools such as blogs, RSS and Facebook
- Configured and migrated the current Department website into Drupal Content Management System

Accenture Private Limited, Mumbai, India

July 2007 - July 2008

Associate Software Engineer

Client: J P Morgan and Chase Bank

January 2008 – July 2008

Position: Java Developer **Project:** Energy Trading.

- Developed new module for existing application which dealt with derivative market trading by programming in Core Java and JSP, using Eclipse Tool and following architecture of existing application, resulting in enhanced efficiency and client satisfaction
- Use of performance improvement tools for Eclipse like 'CheckStyle', 'PMD' and 'FindBugs' to enhance the efficiency and processing time of the application
- Provided real-time production support to onsite team for resolving critical service request by resolving defects in live application, analyzing and studying the defects to create solutions for the same

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- Performed deployment and post deployment activities on development, testing and production environments
- Increased financial domain knowledge by interacting with clients while discussing project requirements of Investment Banking Trading application, which led to better understanding of application and increase to productivity

Client: British Sky Broadcasting

July 2007 – January 2008

Position: Java/Portal Developer **Project:** Esales

- Created and deployed portlets based on JSR168 specifications on the Vignette Application Portal (VAP).
- Created contents, approved, published and associate according to the content model provided by Content Management team using Vignette Content Management (VCM).
- Provided Support to the project by resolving VAP related defects.

Relevant Academic Experience

- **SAP R/3:**
 - Designed and analyzed business processes of a company in an enterprise resource planning system (ERP) with focus on accounting systems, accounting transaction recording, and internal control.
 - Created a company in SAP R/3 and used SAP modules like Financial Accounting (FI), Material Management (MM), Sales (SD), Controlling (CO) to configure the different integrated business processes involved in their ERP system which would provide a unified view of the entire business
- **Data Warehousing Project:** Implemented a data warehouse project for a retail store which included
 - Designing and creating data marts using Star Schema from the sample data of ‘Dominick’s food stores
 - Performing extensive Extract-Transform-Load using MS SSIS
 - Developing a set of decision support reports and cubes to successfully translate business requirements into technical solutions thus aiding in effective BI solutions
- **Business Process Analysis and Design :** Designed a business process improvement plan using various business process analysis and simulation tools like Extend for the variable compensation related processes for the Sales Operations function at GE Energy Services

Technical Skills

- **Languages:** C++, Core JAVA, Java Script, HTML, CSS, Drupal CMS
- **Database Language:** Oracle 9i, MS-Access Database, SQL server 2005, MySQL
- **Software:** Excel, Outlook, PowerPoint, Lotus Notes, Microsoft Project, Visio, Eclipse, Microsoft Front Page, Adobe Dreamweaver, Photoshop, Microsoft Visual Studio
- **Business Intelligence Tools:** Microsoft SSIS, SSRS, SSAS, SharePoint 2007

Certifications:

- ITIL® V2- **IT Infrastructure Library Certification**, September 2009
- SCJP 1.5-**Sun Certified Java Programmer**, February 2008
- NCFM- **National Stock Exchange Certification of Financial Markets**, May 2008

Leadership, Honors and Memberships

- Was promoted to managerial position at Searce Inc within 8 months of joining. Had been recipient of top performer award for 2010 Q2 and Q3 at Searce Inc.
- President, Council of Info Graduate Students, Mays Business School, September 2009 – December 2009
- Vice President, Student Council, K.J.Somaiya College of Engineering, July 2005 - July 2006
- “**Best Outgoing Student**” award by Electrical and Electronics Students Association, July 2006 - July 2007
- **Ratan Tata Trust Scholarship**, Academic Excellence, K.J.Somaiya College of Engineering, July 2005 - July 2006
- Organized, “Symphony 06”, annual intercollegiate festival, K.J.Somaiya College of Engineering, February 2006
- Participated, Table Tennis National Meet, November 2001
- **Volunteered for a teaching program for poor children** in collaboration with Deloitte, India and helped them find sponsors for their education and health care, 2004-2008