Rukhsar Inamdar

Senior Project Management Officer | Power BI Analyst | PMO Specialist
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Open to relocation: Dubai, UAE |

Career Highlights:

Developed Power BI dashboards for C-suite, reducing reporting time by 40% for strategic decision-making.
Implemented AI-driven automation using Chat GPT, cutting manual processes by 40% and boosting resource utilization by 30%.
Achieved 98% audit compliance by resolving financial discrepancies worth $50,000, ensuring VAT and GCC regulatory standards.

Professional Summary:

Results-driven Senior Project Management Officer with over 10 years of experience in PMO, data analytics, and process optimization. Expert in Power BI, SQL Server, and Azure DevOps, delivering actionable insights in multicultural environments.
Skilled in leading Agile projects, stakeholder engagement, and ensuring compliance with UAE regulations, including VAT and GCC standards. Recognized for automating workflows and driving measurable business impact.

Key Skills:

Data Analytics & Visualization: Power BI (DAX, Power Query), SQL Server, Advanced Excel, Google Suite
Project Management: Azure DevOps, Agile Methodologies, Project Governance, Risk Management, Stakeholder Engagement
Automation & AI: Generative AI, Chat GPT, Workflow Automation
Business Operations: KPI Dashboards, VAT Compliance, Financial Analytics, GCC Business Culture Awareness
Leadership: Cross-Functional Team Leadership, HR Coordination
Languages: English (Fluent), Hindi (Native), Marathi (Fluent)

Professional Experience:

Senior Project Management Officer   SLK Software Pvt Ltd., Pune, India, Oct 2022– Apr 2025
PMO for 16-member tech team, ensuring smooth project delivery, governance, and milestone tracking.
Conducted business analysis and collaborated with dev teams (SQL, React, Java, C++) to define functional specs.
Built Power BI dashboards, enabling data-driven decisions; automated workflows using Chat GPT & Generative AI.
Managed stakeholder reporting, risk tracking, and ensured data accuracy.
Handled travel, logistics, scheduling, and HR coordination tasks.

Software Tools:
Power BI, SQL Server, Azure DevOps, Microsoft 365, Chat GPT

Achievements:
Reduced manual effort by 40%, improved resource use by 30%, and cut reporting errors by 20%.
Enhanced project tracking and led Power BI training for stakeholders.

Process Owner: Blue Ocean Steels LLP, Pune, India, Feb 2020– Oct 2022
Spearheaded KPI reporting, improving operational efficiency by 25% through data-driven strategies.
Optimized processes with Power BI analytics, saving 15 hours/week across 5 departments.
Supported HR and compliance, ensuring seamless coordination and policy adherence.
Trained 20+ staff on analytics tools, enhancing productivity by 15%

Process Analyst: Gallagher Service Centre LLP, Pune, India, May 2021– Oct 2021
Reconciled financial data, achieving 98% audit compliance and resolving $50,000+ in discrepancies.
Streamlined reporting with finance teams, improving accuracy and speed by 20%.
Delivered financial analytics to support data-driven decision-making.

Society Manager: Konark Aplus Pune, India, Oct 2019– Apr 2021
Led financial compliance (GST/TDS) operations in a premium residency, ensuring audit readiness and transparency.

Business Development Executive at ECRS: Apr-2019 till Sep-2019
Led client acquisition, on boarding, and relationship management to drive business growth and retention.
Designed and executed sales strategies to boost rental bookings and revenue.
Negotiated corporate deals and partnerships to expand market reach.
Coordinated with operations teams to ensure a smooth and high-quality customer experience.

Admin Manager: E Sanchalak Solution & Services Pvt Ltd. Pune India, Jul-2014 till Apr-2019
Managed admin and finances for 700+ flat society (3,500+ residents).
Oversaw maintenance collections, vendor payments, and compliance.
Implemented ticketing system for complaint resolution and transparency.
Handled payroll for 200+ staff and coordinated audits, meetings, and reports.
Tools: E Sanchalak Platform, MS Office
Key Achievements:
95–99% fee collection, ₹10 Cr portfolio with zero non-compliance.
Grew surplus from ₹7 Cr to ₹15 Cr in 5 years.
Organized mega events; featured in Sakal for governance excellence.

Key Projects:

Power BI Suite: Expertise in DAX, Power Query, Power Apps for dynamic dashboards and data modeling
SQL Server: Proficient in managing Integration Tables and creating complex Stored Procedures integrated with Excel and Power BI
Azure DevOps: Used for agile project planning, tracking, and delivery management
Google Workspace: Skilled in Google Sheets, Forms, and Drive for data collection and cloud collaboration
Project Management & Tracking: Hands-on experience in end-to-end project lifecycle using modern tools like Azure DevOps and Air table
Stakeholder Engagement: Effective collaboration with cross-functional teams and business stakeholders for alignment and execution
Strategic Planning & Governance: Skilled in aligning data initiatives with business goals and ensuring compliance

Education:

MBA, Operations Management, Pune University, India, 2022 (83.66%)
B. Com, Pune University, India, 2020 (52.9%)

Certifications:

Google Project Management Certified, 2022; Microsoft Power BI Certified, 2023; Generative AI Certified, 2024

Additional Information:
Open to relocation to Dubai; adaptable to multicultural, hybrid, or remote work environments.
Proficient in AI-driven analytics and process optimization, compliant with GCC standards.
Recognized in SAKAL newspaper for operational excellence in event management.