Kanishka Mendis

project manager

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# About me

A highly accomplished and **PMP-certified** Project Manager with a robust **10+ years of experience** consistently delivering complex projects within the dynamic banking sector, encompassing Securities Services, Global Trade Finance, and Investment Banking. Possessing a comprehensive understanding of the project management lifecycle **(PMLC) and SDLC**, I am adept at applying industry-standard methodologies, including **Agile, Scrum, and Waterfall**, utilizing tools such as **Jira, MS Project, Asana, Miro** and **Clarity PPM**. Known for my proactive approach to risk management and meticulous budget oversight, I have consistently achieved **significant cost savings** for organizations. My technical proficiency extends to stakeholder management, risk mitigation, and vendor management, consistently ensuring project success and optimal outcomes. I have a proven ability to lead and motivate cross-functional teams, fostering collaborative environments and effectively resolving challenges. I am passionate about driving continuous improvement and have successfully championed Agile adoption within organizations. With a forward-thinking approach, I am also exploring and implementing AI tools to further enhance project management effectiveness.

# Technical Skills

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| * PMP
 | * Stakeholder management
 | * Banking Domain Knowledge
 | * MS Project
 | * SharePoint
 | * PMLC
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| * Agile
 | * Risk Management
 | * International Trade Finance
 | * Asana
 | * MS Teams
 | * SDLC
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| * Scrum
 | * Vendor Management
 | * Investment Banking
 | * PPM Clarity
 | * Zoom
 | * STLC
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| * Kanban
 | * Team Leadership
 | * Lending Products
 | * Miro
 | * MS Excel / Word / PP
 | * GenAI
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| * Waterfall
 | * Emotional Intelligence
 | * Securities Services
 | * Jira
 | * Cisco Jabber
 | * SAF
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# Professional Summary

* **PMP-certified** Project Manager with **10+ years** of proven success in delivering complex projects within the banking sector, including Securities Services, Global Trade Finance, and Investment Banking.
* Expertly manages projects through all five phases of the project management lifecycle (Initiating, Planning, Executing, Monitoring & Controlling, Closing), ensuring successful and timely delivery.
* **12 years in Scrum,** facilitating Scrum ceremonies, clearing impediments for team members, managing conflicts and guide improving team performances.
* **15 years of experience in Banking** domain, engaged in projects for securities services, Global trade finance, private banking and commercial banking products.
* Expert in applying the full project management lifecycle (PMLC) and SDLC, utilizing methodologies like **Agile, Scrum**, and **Waterfall** to achieve project goals.
* Proficient in leveraging project management tools such as **Jira, MS Project, Asana, Miro,** and **Clarity PPM** to effectively plan, execute, and monitor projects.
* Demonstrated ability to proactively manage project risks, implementing mitigation strategies that ensure project success and minimize potential disruptions.
* Meticulous in budget oversight, consistently achieving significant cost savings for organizations while ensuring projects are delivered within allocated financial parameters.
* Exceptional stakeholder management and communication skills, with a proven ability to build rapport and secure buy-in from diverse stakeholders, including senior leadership.
* A champion of Agile methodologies, successfully driving organizational improvements and enhancing team efficiency through the adoption of Scrum and Kanban practices.
* Forward-thinking and innovative, actively exploring and implementing AI tools to enhance project management effectiveness, streamlining processes and improving outcomes.
* Skilled in leading and motivating cross-functional teams, fostering collaborative environments and ensuring projects are delivered to the highest quality standards.
* Skilled in selecting and managing diverse contract types (**Fixed-Price, Cost-Reimbursable, T&M**) to align with project scope, risk tolerance, and stakeholder requirements, ensuring successful vendor engagements.

# Work Experience

Project Manager | C & D Digital Solutions Oct 2024- Present

* Successfully **delivered 3 projects** accumulating **USD 88.5K savings** from initial cost estimations.
* Prepared high quality **project charters** outlining project scope, objectives, and deliverables, which led to seamless sponsorship approvals for 4 new long-term projects including **2 state projects**.
* Delivered compelling presentations to key decision makers including directors, regulatory representatives and compliance teams and secured their approvals.
* Led BA team in conducting extensive feasibility study and defined project requirements, outlining key benefits and resource needs, laying the groundwork for successful project execution.
* Developed and implemented robust budget tracking processes using MS Excel, **improving budget accuracy by 14%** and providing stakeholders with clear, timely financial reporting through weekly project update cadence and fortnightly progress update meetings.
* Identified key stakeholders and established clear communication channels meeting their information requirements, setting the stage for effective stakeholder engagement throughout the project lifecycle.
* Developed comprehensive project management plans, including detailed schedules visualized with Gantt charts in **Microsoft Project**, resource allocation managed in **Asana**, and risk mitigation strategies documented in MS Excel.
* Defined project scope and sequenced activities, created work breakdown structure (**WBS**) and accurately determined **critical path** to identify bottlenecks and applied **crashing** and **fast-tracking** techniques as appropriate to meet deadlines and client needs.
* Negotiated and managed project contracts across different categories (**Fixed-Price, Cost-Reimbursable, Time & Material**), optimizing cost-effectiveness and manage overall cost within the allocated budget.
* Established and led a cross-functional team, effectively allocating resources using Asana and fostering collaboration through Zoom and Microsoft Teams.
* Spearheaded improvements in the organization's Agile adoption and promoted accurate Scrum practices across teams, enhancing overall efficiency as tracked in Jira.
* Proactively managed a risk register using MS Excel, identifying, analyzing, and implementing effective mitigation strategies to minimize potential project impact.
* Ensured accurate project closure by validating key parameters and obtaining **formal sign-offs** from sponsors and stakeholders, leveraging SharePoint for final documentation and approvals.
* Conducted **post-project reviews**, documenting **lessons learned** and best practices to improve future project execution and organizational efficiency.

Project Manager | HSBC Bank Jan 2022- Sep 2024

* **Delivered 4 complex banking projects** for US, UAE, France and Hongkong markets, each valued over **USD 1 million**.
* Took over **2 off track projects** with risks of over budget and failing to meet deadline, **delivered both on time and with the allocated budget**.
* Recognized as the **first preference** among senior leadership **to manage** **challenging projects** and projects with **difficult stakeholders**.
* Championed Agile and Scrum practices, fostering a culture of iterative development, continuous improvement, and rapid adaptation to evolving business needs, leveraging tools like Jira for sprint planning and tracking, and using Pareto charts to prioritize backlog items based on impact.
* Prepared cost estimations and the cost management plan using Microsoft Project and tracked budget utilization within the Clarity PPM system. **Achieved 20% cost savings** target on all assigned projects for **two consecutive years** 2022 and 2023, which was key for GTRF department to achieve its annual financial objectives in both years.
* Conducted multi-factor benchmarking analysis and highlighted the results in the project justification within the project charter, prepared using Microsoft Project, which facilitated the creation of **Gantt charts** for initial timeline visualization.
* Identified all relevant stakeholders and developed a Power/Interest grid using **Miro** to accurately evaluate them and strategically plan stakeholder engagement, ensuring key influencers were managed effectively.
* Defined core individual roles and responsibilities required to launch the project, ensuring clear accountability and efficient team structure.
* Proactively identified and mitigated potential budget risks, implementing corrective actions that prevented budget overruns and ensured projects remained financially viable, as tracked and managed within Clarity PPM.
* Led and motivated cross-functional teams to consistently exceed project goals, effectively navigating and resolving team conflicts and communication challenges, fostering a collaborative and productive environment that improved team morale using Microsoft Teams.
* Proficiently utilized **RACI** matrices, **Power/Interest** grids, **Risk Management Matrices**, and **Requirement Traceability Matrices** to effectively plan, execute, and control complex projects, ensuring alignment between requirements and deliverables.
* Managed vendor partnerships with top-tier companies like **Ernst & Young and SS&C Blue Prism**, driving successful project outcomes and optimizing vendor performance
* Integrated AI tools and techniques, including GenAI, to enhance project management productivity and efficiency, streamlining processes and optimizing decision-making.
* Facilitated change management initiatives across the GTRF domain and drove continuous improvement programs, using tools like Microsoft Visio for process mapping and communication platforms for dissemination.
* Coordinated with the PMO office to ensure all projects aligned with company **PMO** guidelines and standards, providing quarterly and annual reports highlighting regulatory and compliance requirements.
* Cultivated and maintained influential relationships with senior executives and global leadership team, effectively communicating complex project updates and securing buy-in for strategic program initiatives.
* Monitored team performance and identified skill gaps, implementing targeted training programs tracked within **SuccessFactors**.
* Applied advanced Emotional Intelligence principles to effectively manage and motivate **cross-functional teams**, fostering a collaborative and high-performing environment.
* Performed project closing activities, including obtaining sign-offs for deliverables from all relevant stakeholders, completing formalities to close **vendor contracts**, and reassigning team members.

Project Manager | HSBC Bank Mar 2017- Dec 2021

* Prepared project charters for 7 projects, articulating scope, objectives, and expected outcomes.
* Delivered 6 projects under the allocated budget, **saving accumulated value of USD 238K**.
* Created Power/Interest grid to effectively plan and manage the stakeholder engagement, which led to **receive complements** from **senior stakeholders of 3 projects** delivered for HSBC UK.
* Prepared work breakdown structures (WBS), and project timelines visualized via Gantt charts in Microsoft Project.
* Established clear communication plans, defining communication channels, frequency, and responsibilities, leveraging SharePoint for information sharing and collaboration.
* Managed and coordinated cross-functional project teams, clearly defining roles and responsibilities, and fostering a collaborative environment using **Cisco Jabber**.
* Managed project contracts utilizing various types including Fixed-Price, Cost-Reimbursable, and Time & Material, ensuring optimal terms and risk mitigation.
* Oversaw the execution of project tasks, ensuring adherence to timelines, budget, and quality standards, proactively monitoring **CPI** and **SPI**, addressing roadblocks and managing resource allocation.
* Managed vendor relationships with key partners including **Microsoft and Accenture**, ensuring effective collaboration and delivery on project objectives.
* Monitored and controlled project risks, **implementing mitigation strategies** and escalating issues as necessary to minimize impact on project delivery.
* Validated quality assurance and maintainability of project deliverables, ensuring they met defined standards and stakeholder expectations.
* Managed project closure activities, including obtaining formal sign-offs from stakeholders, documenting lessons learned, **finalizing project documentation** in systems like SharePoint, and ensuring a smooth transition to operational teams.

Project Manager/Test Manager | HSBC Bank Apr 2016- Feb 2017

* Defined project scope and objectives for the Automated Testing Framework implementation on the Line Data ICON platform, aligning with business demands.
* Identified key stakeholders across multiple Securities Services teams (Custody, Fund Accounting, Transfer Agency, Collateral Management) and established communication channels.
* Developed a comprehensive test plan, outlining the **automation strategy**, timelines, resource allocation, and the keyword-driven approach to maximize operational staff input.
* Selected and configured testing tools, including UFT for automation and HP ALM for test management, establishing the environment for efficient test execution.
* Managed the development and implementation of the Automated Testing Framework, applying a keyword-driven approach and utilizing UFT for test script creation.
* Orchestrated test execution **across geographically dispersed teams in India, China, and Poland**, leveraging Jira/Kanban boards for prioritization and progress tracking.
* Utilized Virtual Machines (VMs) hosted in HK servers and VMClient to run test cases in parallel, significantly expediting project completion.
* Tracked test execution progress and identified bottlenecks using HP ALM and Jira/Kanban boards, ensuring timely resolution of issues and adherence to the project schedule.
* Managed version control of the framework and test scripts using **Git/GitHub**, ensuring code integrity and facilitating collaboration across teams.
* Ensured successful implementation and maintenance of the Automated Testing Framework, providing necessary documentation and training to the relevant teams, and gathering feedback for future improvements.

Senior Programming Analyst | HSBC Bank Feb 2014 - Mar 2016

* Design **process maps** for securities services functions using **MS Visio** for **process re-engineering** purpose.
* Collaborated with project managers to develop accurate project reports, resource forecasts, and cost analyses, leveraging my industry expertise.
* Contributed in the capacity of both **programming analyst** and **tester** to develop a new work flow management system, often stepping in as project manager.
* Assisted operation teams to prepare user stories and create test cases to achieve maximum test coverage.
* Worked closely with operation teams in statutory reporting, UK Transfer Agency, HK Custody, Trade Input and Reconciliation teams to understand their requirements with regards to work flow management tool.
* Actively participated in all **Scrum ceremonies** (daily stand-ups, retrospectives), providing valuable feedback to drive continuous improvement in delivery.

IT Executive | HSBC Bank Oct 2010 - Jan 2014

* Served as **Product Owner** for application development Scrum teams across multiple departments (DC Advising, Import DC Checking, Acceptance, and Payments), driving feature prioritization and delivery.
* Performed comprehensive **functional testing** for the HSBC MENA Trade Finance platform, identifying and resolving critical issues.
* Proactively stepped in as **interim Project Manager**, ensuring uninterrupted testing processes and on-time project delivery.
* Performed **User Acceptance Testing (UAT)** for the new Forex desk platform deployed for HSBC's Qatar and Jordan Treasury departments, ensuring regional system readiness.
* Ensured efficient project tracking by meticulously updating Kanban boards in JIRA, reflecting precise testing progress.
* Consistently engaged in Scrum ceremonies, contributing insightful feedback that fostered continuous process optimization and enhanced delivery efficiency.

# Certification

* PMP - PMI , USA
* Gen AI in Project Management – PMI, USA
* Certified Software Tester (CTFL) | International Software Qualification Testing Board, UK
* Certified DC Master | ICC France
* Six Sigma Yellow Belt | HSBC
* AD in Computer Systems and Networking | BoxHill TAFE, Melbourne, Australia
* Sun Certified Java Programmer (SCJP)| Sun Micro Systems Inc, USA
* Sun Certified Web Component Developer (SCWCD)| Sun Micro Systems Inc, USA

# honors & Recognitions

* Change Champion award Securities Services UK - HSBC
* Best experimentation for POC on Blockchain technology -Securities Services UK ,HSBC
* Certificate of appreciation for deliver training for Change Management team - Securities Services UK ,HSBC