

ONKAR KANG
Onkar.kang@rogers.com
416 518 5854

PROFESSIONAL PROFILE

- Reliability Security Clearance.
- Extensive experience working with Traders.
- Experience using Planview for managing of projects (Project plan. Gant charts and risks/issues).
- Very strong technical background (MS Excel, MS Word, MS Visio and MS Project).
- Very good knowledge of trading applications such as: Bloomberg, Star Quote, Trade-Chat, Reflections.
- Strong technical background in systems architecture and network administration.
- Over 6 years' experience working in Securities and Capital Markets\Wealth Management (TD Securities and CIBC).
- SDLC, PMLC and general project management concepts.
- Excellent working knowledge of testing cycles (DIT, SIT, UAT and PAT)
- Working knowledge of Agile methodology.
- Program Management. Extensive experience working with and managing vendors.
- Excellent communicational skills working with Senior Managers, Senior Directors and VPs in the banking environment.

PROFESSIONAL EXPERIENCE

Agricorp - Guelph

Jan 2018 – Feb 2019

Project Manager Budget 350K – 400K

- Developed Project Charter and presented to CDC (Change Development Committee). Detailing background, Scope, high-level schedule, Key milestones, Risks with mitigations, assumptions, estimated budget.
- Determined project budgets, developed project plans with collaboration with the project team.
- Compiled monthly project status reports for CDC.
- Managed\tracked project budget. Managed and tracked all Vendor invoices.
- Held a weekly meeting with the project sponsors to keep them updated and raise any items to address (Risks/Issues) or for any decisions that are required to be made.
- Completed lessons learned with input from all project team members.
- Compiled presentations for CDC on a bi-weekly process for one of my projects (OASIS–new Cloud based Human resources system).
- Managed the project Change Request Process.
- Completed TRA (Threat Risk Assessment) and PIA (Privacy Impact Assessment)
- Compiled RFP for procurement of external vendor.
- Compiled and tracked RAID log. Monitoring and updating Risks and Issues throughout project life cycle.
- Lead project teams consisting of resources from IT, HR, Customer Care, underwriting and business.
- Managed third party external vendor for implementation of a cloud based new Human Resources system.

CIBC - Toronto

Jun 2016 – Dec 2016

Project Manager – Budget 22 Million

- Managing project for the introduction of Remote FA client experience.
- Worked closely with the Technology group for development and implementation of new process and application.
- Developed and maintained Project Plan (MS Project).
- Updated Planview PPM for project status with risks and issues.
- Analysis of customer base and current projections using CRM principles to potentially increase financial sales projections.
- Managed budgeting financials (LE, Monthly accruals, Variance justifications). The overall project budget was 20 million. There was detailed monthly financials to complete with tight deadlines. This required receiving LE's from various streams for me to incorporate the complete the overall actuals and forecasting.
- Compiled and distributed all reports (Variance reports, Weekly status decks, Issues\Risks log, Executive reports) for the program.
- Worked closely with Technology team for deliverables of IT tasks.
- Developed test plans for UAT with QA and Business.
- Managed Plan-View (Executive summary, status, Project schedule, budgeting, and Project Benefits return).
- Held Weekly Status and Technology meetings.
- Followed the CIBC EDF (Enterprise Delivery Framework).
- Followed the Change Request process which included holding regular CR Council review meetings. Confirmed CR costs and request for funds. Logged all CR's in CR report with updates up to approval.
- Developed and managed project plans with incorporation from business and technology.

CIBC - Toront**Nov 2014 – Mar 2016****Project Manager (EA&IS, Wealth) Budget 1 Million**

- Project Manager for RSA Archer TRA – Threat Risk Assessment project end to end in EA&IS (Enterprise Architecture and Information systems). Development of the Archer application for enterprise wide.
- Followed CIBC EDF (Enterprise Delivery Framework) methodology. This project was hybrid of Agile and Waterfall approach.
- Followed CIBC Change Request Process.
- Managed all levels of project team Vendor, Internal IT group, Business management, end users, Directors and Senior Director. Created and presented project kick-off deck to all stake holders.
- Managed team for development of the Project Charter, BRD, SRD, Lessons Learned and Project Closeout.
- Agile methodology for development and testing of Archer.
- Developed a detailed Project Plan (MS Project) with collaboration from Vendor, Business and Technology.
- Worked closely with all stakeholders and provided regular updates (Dashboards).
- Followed CIBC Project Governance; CR's, Issues, Reporting, Risk, Communication, Closure.
- Managed project budget (Forecasting, variances and accruals) for all areas including business, Technology and vendor budget. SOW for vendor stipulated a set amount of hours bought from which I could withdrawal for the overall project.
- Compiled and managed all logs; Risk log, Issue log, Decision log, Action log.
- Went through all the testing cycles (SITUAT and PAT). Logging and resolution of UAT defects.
- Managed release\deployments into Dev\Prod with Technology team.
- Managed a Capital Markets initiative with Wealth Management for a possible integration of multiple trading entry systems.
- Managed a POC (Proof of Concept) and 4 initiatives in addition to my project.
- Maintained share point site for all project artifacts.

Liberty Utilities - Oakville**May 2014 – Oct 2014****Project Control Officer/ Cutover Lead (Technology)**

- Developed Project Plan for Arkansas cutover project (MS Project).
- Held meetings with various business units (Project/Business/QA/DBA) to develop and update project plan.
- Managed Issue/Risk logs.
- Managed all aspects of the project over tasks.
- Worked closely with the QA team for readiness of testing and production environments.
- Followed up on issue tickets and organized meetings if necessary to resolves issues and close tickets.

TD Canada Trust - Toronto**Jan 2014 – Mar 2014****Senior Program Control Officer (Wealth) – Budget: \$30M**

- Assigned to the FATCA project (TD Wealth) A regularity project for Foreign Tax Compliance Act..
- Maintained financial Roster-for TD Wealth FATCA
- Monthly financials\accruals\variance
- Worked with stakeholders with status reporting\financials.
- Prepared decks\presentations for steering committee meetings.
- Maintained Project Plan and Risk/Issue/PCR logs.
- Held meetings with various groups (QA/Readiness/PM) for resources planning.
- Created docs/decks for initial project seed funding and Decks for DRB and ESC meetings.
- Held defect meetings and provided status to group.

Scotia Bank – Scarborough**May 2012 - June 2013****Program Control Officer (Retail/Technology) - Budget: \$30M**

- Assigned to the FATCA project (Program) – A regularity project for Foreign Tax Compliance Act.
- Maintained financial work-book for the Personal stream.
- Worked with vendors on contractor invoices and submitted for payment.
- Compiled monthly accruals.
- Used Smartstream for financials and Processed all invoices for the personal stream and produced reports on budget variances.
- Managed overall Project Plan (MS Project) and integrated sub project plans into the Master Project Plan (MS Project).
- Attended\chaired scrum meetings. Updated project schedules and dashboard weekly.
- Compiled financial reports such as committed amounts for contractors, Variance reports against planned, forecasting budgets.
- Worked with testing team and kept testing schedule up to date.
- Reported to management when individual Work Authorization commitment amounts where close to complete and updated program schedules for FATCA/Personal stream. Raised work authorizations for all contractors.
- Maintained action\issue log and maintained testing defects and follow-up resolutions

Aviva Insurance – Scarborough**Jul 2011- Mar 2012****Project Control Officer (Technology)**

- Maintained and created project schedules (MS Project and HP PPM), stored all project documentation on SharePoint.
- Used hybrid of Waterfall and Agile methodology.
- Created Project Charter and close-out documentation.
- Worked on the personal line of insurance products for Aviva
- Followed Aviva's strict Project governance; CR's, issues, Vendor engagement.
- Maintained SharePoint for all project schedules\documentation
- Worked on up to seven projects simultaneously in a very fast passed environment.
- Helped create presentations for the steering committee.
- Followed-up on work tasks and Maintained testing defects and follow-up with testing teams.
- Created weekly and monthly project status reports.

Scotia Bank – Scarborough**Aug 2010 – Mar 2011****Project Control Officer (Technology)**

- Project Manager contractual licensing agreements with Microsoft and Actimize.
- Facilitated meetings and workshops for working group\ steering committees.
- Maintained documentation on SharePoint Portal. Managed access rights for users\groups and the creation of new portals.
- Maintained and updated Project Plan (MS Project).
- Helped create project plan and charters.
- Created meeting minutes and action items. Followed up and closed all action items and shared all items on SharePoint and via email.
- Helped Project Managers with identifying key Project stake holders.
- Coordinated projects with LATAM countries (Chile, Mexico, Peru and Caribbean).
- Developed Presentation decks MS PowerPoint and Topology with MS Visio.
- Worked on multiple projects simultaneously in the Technology Project Office.
- Created a roadmap for a high profile Microsoft Enterprise Agreement project.
- Implementing of the projects within the time frame scheduled by the client.
- Preparing detailed description of the project needs; technological, human resources and progress reports.
- Client progress presentations to main stakeholders and various departments.

Ministry of Children and Youth & Social services, BA/Consultant - Toronto**June 2010 – Sep. 2010**

- Worked on a Government Green Initiative project traveling to the Northern region meeting the Regional manager, Director and Office managers.
- Created Office plans using MS Visio for each location.
- Identified opportunities for decommissioning or consolidating print and Imaging equipment, in order to achieve a smaller "Ecological Footprint".
- Created Project Plan (MS Project) for the Green Initiative.
- Streamlined the office environment with a reduction from 40 to 65 % at each department.
- Prepared proposals for each office and negotiated with Managers for their sign off for the recommendations.
- Chaired weekly status update and problem resolution conference meetings.

TD BANK\TD CANADA TRUST**TD PBS (PRESERVE BRANCH SERVICES), IT Analyst - Mississauga****Nov. 2007 – Oct. 2009**

Helped Introduce Mercury Tools to PBS. Completed scripting to automate testing for various online banking applications such as Web Broker.

- Formulated analysis and compiled comprehensive detailed reports from tests for Business units on various platforms with my recommendations for Retail management.
- Compiled reports on-line banking applications such as Web Broker.
- Chaired regular meetings with various business and IT departments.
- Trained and managed contractors on scripting and all functions of HP Mercury Tools.
- Managed testing (Load and Performance) on multiple networks.
- Used QTP for automation of applications\web sites for testing.

TD COMMERCIAL BANKING, IT Analyst - Toronto**Oct. 2005 – Nov. 2007**

- Project Manager for Corporate desk top conversion for Commercial Banking. Held and chaired regular project update meetings with all stake holders.
- Developed Project Plans with Microsoft Project.
- System integration for TD Bank and Canada Trust systems.
- Tracked Action Items and followed up until completion.
- Managed data migration from Canada Trust to TD Bank.
- Managed Lotus R5 deployment and worked with various stakeholders of the project (Server Team and the corporate desktop conversion Team) and with end users to resolve any issues following the deployment.
- Participated in the planning, budgeting and specifications analysis.
- Project Manager for Corporate desk top conversion for Commercial Banking. Held and chaired regular project update meetings with all stake holders.
- SQL Server development.
- Managed the introduction and implementation of a new Commercial Banking windows platform.
- Managed the move/integration of Cash Management from TD Securities into TD Commercial Banking.
- Managed the migration of TD Commercial Banking Center users from OS/2 platform to a windows platform.

TD Asset Management, Team Lead (TD Securities) - Toronto**Oct. 1998 – Oct. 2005**

- Coordinated introduction of new trading applications and integration of existing ones such as Baseline, Reflections, Trade-Chat, Bloomberg and Star Quote.
- Worked with project teams in TD Securities, TD Wealth management, Canada Trust, Harbour Capital and various vendors.
- Managed data migration for Canada Trust and TD Bank Initiative.
- Chaired regular meetings with Trade Managers and TD Securities IT support departments (Server and Network) and other stake holders. Recorded minutes, tracked action items and prepared weekly project status reports for management.
- Collaborated directly with business units to assess the technical impact of business requirements and to reach consensus on
- Project Manager for the Integration of Harbor Capital from London with TD Asset management. This in concluded a site analysis, preparing business reports and managed technical analysis.
- Coordinated the TD Asset Management and Canada Trust integration project, which encompassed a move to BCE place. Also at the same time coordinated a new corporate Desktop and new printer and system upgrades for TD Asset Management.
- Managed six contractors for the TD Wealth Management traders' support, which included assigning them, work, evaluating their work performance.
- Worked with external vendors to negotiate the most cost effective pricing for TD Wealth Management trading applications.
- Worked with Business units and IBM for system upgrades by conducting analysis to determine the system requirements for trading applications to provide optimal performance.
- Managed the conversion from Lotus Notes to Outlook and Webmail for Onsite and remote users.

ManuLife, IT Specialist - Waterloo**Feb. 1998 – Oct. 1998**

- Administration (NT 4.0 , Novell 3 . x , 4 . x) , Setup groups , access rights , NT IP printing , Novell queues etc . Configured printers using Jet direct. Server management maintained backup and restores using Arc serve 6.0.
- Worked with other team members to build and configure new file servers.

MicroAge, IT Specialist - Toronto**Jan. 1997 – Feb. 1998**

- Assigned on projects to companies such as TD Canada Trust, Manulife and CIBC.
- Provided technical support to TD credit card division.
- Worked on a disaster and recovery plan for the credit card division to enable all users to be up to full productivity within one hour.

EDUCATION AND PROFESSIONAL DEVELOPMENT

Completed the following Project management courses at Ryerson University towards my PMP (Night school):

- Project Risk and Quality Management.
- Planning and Scheduling.
- Procurement and contracts.
- Cost Control.
- Capital cost Estimation.
- Organizational Behavior and Interpersonal skills.
- Short Management Reports.

Business Studies – 1987 – 1989 (Luton Sixth Form, Luton, England, United Kingdom)