



MARCO CARAVATI

Senior Project Manager



SIDEKICK NETWORK
selected experts

- Financial Controller (CPA certified) and Consultant with more than 17 years of international professional experience in finance, accounting, and project management. Executed high-level assignments across various industries for multinational companies
- Extensive know-how and experience within Data Migration projects
- Key responsibilities included financial reporting, Business Process Management, Strategy Development and Management in Finance
- Good understanding of the SAP system Business Intelligence, Data Warehousing, Controlling, Reporting, Accounting and Procurement
- Skilled communicator able to lead teams belonging to diverse nationalities and using global delivery models of onsite & offshore teams effectively



EDUCATION

2009	ICAEW CPA (Chartered Public Accountant) Professional qualification
2009	Professional qualification of Doctor in Commerce (CNDCEC)
1996 – 2001	University of Insubria-Varese, Italy MS Degree in Business Studies

EXPERIENCE / BACKGROUND

Professional Experience	17+ years
Language	Italian (native) English (fluent) German (A2) French (A2)
Industries	Pharma Healthcare Manufacturing Software/Cloud Finance and Banking Domestic Appliances
Methods & Management Skills	Project Management Financial Controlling (CPA certified) Financial Accounting End-to-End Finance Process Management Finance Data Migration Tax Compliance & Reporting Audit Process & Management Cost Analysis & Fiscal allocation Budgeting Risk Management Business Process Management Strategy Development Business Intelligence Data Warehousing Controlling Communications



Technical Skills

SAP FI / CO / PS / HR
SAP BW (Business Warehouse)
SAP Business Explorer (BEx)
SAP BusinessObjects
Cognos
Clarity
Oracle Financial Analyzer
Discoverer
Hyperion Enterprise and Retrieve
MicroStrategy
MEGA Process Modeling Suite
TIBCO Nimbus Control
ARIS Toolset

PROFESSIONAL EXPERIENCE

Since 01/2020
Switzerland

Novartis, NBS IT Project
Business-Planning Analyst (BPA)

Responsibilities:

- Project BPA for NBS Novartis IT (portfolio over 40 projects). Supporting and coordinating PM financial activities for IT sub-functions.
- Monthly financial review, business plan preparation, resource planning
- SPOC for IT clarity review and updates.
- Provide Clarity training to all PMs and leasing with multiple country matters such tax, intercompany invoicing, and recharge
- Also, SPOC for ICE methodology and Tableau training
- Leasing with procurement for contract submission and review
- Responsible for all portfolio CAR (Capital allow Request) preparation and presentation

07/2016 – 01/2020
Switzerland

Novartis, NBS HR Project
IT Service Performance Expert

Responsibilities:

- Responsible for coordinating and driving business strategy and activities for all NBS HR projects
- Provide financial leadership as main reference NBS HR projects across business unit for all planning and forecasting processes
- Act as key liaison between NBS HR finance operation team and HR project sponsors and PMs



- Evaluate evolving business requirements and making recommendations for improved quality and efficiencies
- Plan and organize activities, allocate resources to accomplish project tasks aligned with time and budget commitments
- Own project status, issues and risks through appropriate channels/tools and ensures that these are reported back to agreed program governance (e.g. Steering Committee) with focus on required actions, ownership, and risk management
- Ensure effective change management within different structures to guarantee sustainability of implemented solutions going forward
- Provide input to project proposals related to new technologies/innovations
- Actively engage with finance, business, and technical stakeholders

03/2015 – 06/2016
Switzerland

Novartis

Business Planning Analyst (BPA) for Digital Commercial

Responsibilities:

- Managing financial targets, forecasts, and commitments (internal & external cost, headcount, capital / investments) for Global and Cross divisional NBS Pharma / Commercial IT in close collaboration with the countries & divisions (Pharma, Sandoz, Alcon) and the related Commercial IT function heads
- Act as a strategic, financial business partner to Global NBS Commercial IT organization & Head Finance NBS Pharma / Commercial IT by providing financial analysis (ad-hoc) and decisions making support to drive cost optimization, internal controls, and productivity savings
- Operationally, manage the Global Pharma IT / NBS Commercial IT Finance process including budgeting, reporting, and charging

09/2012 – 03/2015
Switzerland

Novartis

Business Planning Analyst (BPA) for Global Infrastructure Service - IT

Responsibilities:

- Responsible for the alignment of IT (Enterprise platform Service tower) processes across divisions, for global support and guidance of countries' finance departments
- Managed the global IT Infrastructure budget process, provided decision support, and acted as a trusted business partner
- Support the Head of Enterprise Infrastructure Service, as well the Head of BPA Operations, within GIS



- Acted as a business partner for GIS IT transition spin off, collaborating with GIS IT project team and the Sourcing department

01/2009 – 09/2012
Switzerland

Tax & Finance SA
Financial Head

Responsibilities:

- Business Controls & Risk Management
 - Develop, implement, and monitor strong internal control environment across all business processes
 - Safeguard adherence to all company policies and procedures
 - Active risk management with a focus on driving key actions in partnership with country leadership team
- Core Business Processes
 - Manage End-to-End Finance processes in all regions
 - Interface Distributors in region and ensure prompt cash collection
 - Manage all reporting requirements for the region (statutory and business)
 - Lead all local treasury activities and interface with Head of Treasury
- Tax, Audit & Legal
 - Local Tax compliance and reporting, in conjunction with local advisers
 - Lead Statutory audit process and reporting, managing relationship with external auditors
 - Support Internal Audit team and drive full implementation of any recommendations
 - Local commercial contract set-up and management, in conjunction with any local legal advisers
 - Drive adherence to contracts to realize business value

03/2008 – 12/2008
Australia

Grant Thornton Australia Ltd
Financial Accountant

Responsibilities:

- Leading the preparation of regular and special budget reports
- Consulting with managers to ensure that budget adjustments are made in accordance with program changes
- Providing advice and technical assistance with cost analysis, fiscal allocation, and budget preparation
- Summarizing budgets and submit recommendations for internal decision-making



- Seeking new ways to improve efficiency within clients' internal business units and processes
- Reviewing operating budgets to analyze trends affecting budget needs
- Examining budget estimates for completeness, accuracy, and conformance with procedures and regulations

11/2007 – 03/2008
Australia

Macquarie Group Services Australia Pty Ltd
Project Accountant

Responsibilities:

- General ledger realignment project.
- Successfully implemented changes to streamline the financial information reporting system
- Led the project starting with a gap analysis and testing for all changes
- Provided timely and accurate monthly update reports to management
- Organized and led meetings within different departments to solve issues related to changes emerging from the project

10/2005 – 09/2007
Ireland

Oracle
Strategic Financial Accountant

Responsibilities:

- Ensuring timely and accurate submission of month-end reporting (P&L, BS and Statistics), Quarterly ATF Forms and Ad hoc analysis to Headquarters, according to Group's guidelines /US-GAAP
- Preparation and reviewing of Country Profit and Loss by Lines of Business and managing the month end reporting on variance analysis of actuals vs. forecast with Strategic Finance managers
- Balance sheet review and variance analysis
- Supporting local country for budget and forecast process
- Creating monthly, quarterly, and annual financial reporting and analysis packages for the Board of Directors, internal management, and regional directors
- Liaising with internal and external audits
- Maintenance of the Chart of Accounts
- Revenue Tracking Analysis, comparing the forecast revenue prevision with the actual daily revenue



06/2003 – 10/2005
Ireland

Whirlpool SSC
Accountant

Responsibilities:

- Ensuring timely and accurate submission of month-end reporting (P&L, BS and Statistics), Quarterly ATF Forms and Ad hoc analysis to Headquarters, according to Group's guidelines /US-GAAP
- Preparation and reviewing of Country Profit and Loss by Lines of Business and managing the month end reporting on variance analysis of actuals vs. forecast with Strategic Finance managers
- Balance sheet review and variance analysis
- Supporting local country for budget and forecast process
- Creating monthly, quarterly, and annual financial reporting and analysis packages for the Board of Directors, internal management, and regional directors
- Liaising with internal and external audits
- Maintenance of the Chart of Accounts
- Revenue Tracking Analysis, comparing the forecast revenue prevision with the actual daily revenue

12/2001 – 06/2003
Ireland

Whirlpool Europe
Accountant

Responsibilities:

- Worked with the local GL team supporting financial reporting, GL and tax declaration