





# PORTIA J SYDNEY

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I'm an Indian Based Process Associate & Advisor. Possessing a strong background in Management and Project Advisory. I'm transitioning into IT associates seeking to bring team collaboration to life and create unprecedented changes in unprecedented times. I'm most interested in management and team handling and particular whilst innovating numerous process strategies.

## Education

2019 –2021

### **MBA / Arunachal University of Studies**

CGPA: 6.64

Final project/participation: Proposed detailed solutions to find out their exact event requirements. Managed and coordinated suppliers and all college logistics. Managed pre-event planning, organizing guest speakers and delegate packs. Coordinated suppliers, handle queries, and troubleshoot on the day of the event to ensure that all runs smoothly and to budget.

2014 - 2017

### **BCA / Himalayan University**

CGPA: 7.38

Final project/participation: Worked on “Payment protection Insurance, understanding the detail Retail Banking Products, verification of data, checking customer’s account, payment to a customer, taking care of fund transfer to customer account and creating consolidated payment MI Reports. Created consolidated payment reports & seasoned in coordinating and implementing business process improvement projects in college. Strong record in designing process architecture, establishing process measurement systems and educating process advisor.

2013 - 2014

### **HSC/Intermediate / Ingraham Institute Aligarh**

CGPA: 6.32

## Achievements

- Certificate in concept of Computer Course (CCC)
- Attended workshop on “Android App Development & Web Designing” with Google SEO.
- Diploma in financial accounting (with Tally GST)

## Skill Set

### Primary Skills

- Problem Solving
- Customer Service
- Communication
- Data Entry
- HR
- Business Process

### Soft Skills

- News surfing
- Blog writing
- Social work
- Skating

## Personal Information

Father’s Name	Mr. Joyce Sydney
DOB	10th Dec 1997
Marital Status	Single