

PORTIA J SYDNEY

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To build a career which enables to maximize my professional talent and develop my inner potential and contribute my wellbeing towards development of the organization. Strives to enhance the effectiveness and efficiency of all functions for excellence through dedication and commitment in my entire endeavor in a dynamic organization, this would also facilitate continual learning.

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

Intermediate / Ingraham Institute Aligarh

CGPA: 6.32

Achievements

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

Skill Set

Primary Skills

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

Soft Skills

- Proficient with Microsoft Word, Excel and PowerPoint.
- Thorough understanding of social media and social media analytics.

Personal Information

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