

# Monish Reddy P

## Curriculum vitae

#9-12, Vavilthota(v & p), Murukambattu, Chittoor (Dist), Andhra Pradesh, Pin 517127  
Phone # 7013984388

### Objective

To look forward for a position where I can apply my knowledge, skills, ideas and experience up to fullest that adds value and lead to the growth of the Organization.

To contribute to the success of the program assigned, by facilitating communication and ensuring optimum satisfaction for management as well as the customer.

### Education

**B.SC | 2019 | Vijayam science & arts degree college**  
**PUC | 2016 | Sri Chaitanya Junior college**  
**SSC | 2014 | Vijaya EM High school**

### Skills & Abilities

#### APPLICATIONS PROFICIENCY

- MS Office
- Power BI
- Python (Intermediate)
- SQL

#### ABILITIES

Enthusiastic to learn new concepts rapidly, Presentation & Conducting trainings, Ability to work in a team as well as independently, Sincere and Committed to the job undertaken, Quick learner and motivator, Creative thinking, Flexible, Team player & Friendly.

### Professional Summary

An experienced professional with 4.6 years of experience in Data Management

Presently, have been working as a Team Lead in the Data Management Process for Karsaz\_law, until, Alba web designing, responsible for Production and quality. Managing end to end operations. Identifying process improvements and projects. Ensuring smooth process transitions and risk monitoring process.

## **Experience - II**

**Team Lead | Invensis Technologies Pvt Ltd| 2021 – PRESENT**

**ROLE:** - Working as Team Lead for Production, quality and Organizing team (Karsaz\_law, until, Alba web designing

### **Responsibilities:**

#### **Team Lead**

- Create and enforce policies for effective data management
- Formulate techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data
- Devise and implement efficient and secure procedures for data handling and analysis with attention to all technical aspects
- Establish rules and procedures for data sharing with upper management, external stakeholders etc.
- Support others in the daily use of data systems and ensure adherence to legal and company standards
- Assist with reports and data extraction when needed
- Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.)
- Ensure digital databases and archives are protected from security breaches and data losses
- Troubleshoot data-related problems and authorize maintenance or modifications
- Handling invoice dispute raised by support team.
- Mentored new hires on billing activity.
- Month end report preparation.

## **Experience - I**

**Process Executive | Invensis Technologies PVT. LTD. | 2019 – 2021**

**ROLE:** - Working as a Process Executive (Medscan US Client).

### **Responsibilities:**

1. Strive to understand and resolve issues/queries at the first instance
2. Administering and helping to manage Clients Product support for the customers who call/chat or email in the support center
3. Efficient and timely service delivery across teams for multiple clients They work closely with the functional leads to define overall strategies and processes to increase the efficiency and productivity within the process They work with BD team to increase the span of services and add new clients
4. Analyse business processes & workflows of Seller Service Operations
5. Creating and updating database, internal trackers
6. Create SOPs & process documentations
7. Provide updates and submit reports related to own area of work
8. Update trackers, Create/Update tickets, update required applications & tools and keep Team Leads informed of new issues
9. Taking care of internal library

## **ACHIEVEMENTS**

1. Top Performer Award **Invensis Technologies Pvt Ltd 2019, 2020**
2. Submitted 10 ideas for process improvement and 3 successfully implemented with benefits.
3. Member of fun committee team.
4. CSR activity organizer.
5. Participate in blood donation camps.

## **PERSONAL DETAILS and DECLARATION**

**Father's name** : P Eswar Reddy  
**Mother's Name** : P Radhika  
**Date of birth** : 20-06-1999  
**Sex** : Male  
**Languages known** : English, Telugu, Tamil & Hindi.  
**Hobbies** : Travel, Playing Games (Indoor & outdoor), Listening to Music & Trekking

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

Place: Bangalore

Date:

[Monish Reddy P]