

## Address

West K.K Nagar,  
Chennai

## Work Experience

- Quality judgement & decision-making.
- Time management.
- Good typing speed.
- Strong IT Skills using MS word, Excel and Internet.
- Strong organizational skills.

## Personal Details

Father: Subramaniam PM

Sex : Female

DOB : 21-12-1990

Marital Status: Married

Lang : Tamil, English

## Profile



To seek a position to utilize my skills and abilities in the Multi National Company that offers professional growth while being resourceful, innovative and flexible.

## Area of Expertise

- Excel Basics (Formulas, Functions, Ranges, Shortcuts, Cell Referencing, Sorting, Filtering, etc.)
- Chart and Graphs
- Pivot Tables
- Conditional Functions (IF, IFERROR, COUNTIF, ETC.)
- LOOKUP Functions (VLOOKUP, HLOOKUP, INDEX, MATCH)
- Text Based Functions (LEFT, RIGHT, MID, LEN, SEARCH, ETC.)
- Python
- PowerBI

## Academic

- **B.E (CSE)** — Passed With 85%,  
PGP College of Engg & Tech (Anna University)  
Passed out year - 2011
- **HSC** — Passed With 77%,  
Palaniammal Girls Hr. Sec. School, Erode  
Passed out year - 2007
- **SSLC** — Passed With 86%,  
Govt Hr. Sec. School, Erode  
Passed out year - 2005

## Experience

Vega Intellisoft Pvt Ltd	—	Senior Business Analyst 2023 Aug - Present
True Tech Solution Pvt Ltd	—	Data Analyst 2019 Mar - 2023 Jul
TopAnil Marketing Company	—	MIS -Sales Coordinator 2018 Jun - 2019 Mar
Olive Grapes	—	MIS - Marketing Coordinator 2018 Jan - 2018 May
Amarprakash Developers Pvt Ltd	—	Customer Support 2013 Nov - 2017 Dec
Unique Bussiness Sources	—	Sr. Tele Marketing Executive 2011 Sep - 2013 Oct

## Key Skills

- Active learner with a track record of practicing good judgement.
- Ability to build good relationship with the team members.
- Experienced in developing and sustaining effective relationship with customers for increased business opportunities.
- Proficient in providing administrative support to different departments aimed at coordinating sales efforts appropriately.

## Job Description

**Company** — Vega Intellisoft Pvt Ltd, Chennai

**Position** — Sr. Business Analyst

- Tracking Account Manager's, Delivery Manager's & Recruiter's data and publish dashboard to the Managements on Weekly, monthly & quarterly
- Tracking Topline Business, Revenue, Gross profit & Net profit on monthly, quarterly & annually
- Interacting with recruitment managers and clients to understand the demand and supply need.
- Providing weekly and monthly reports to understand the actual stand and make plans accordingly.
- Maintaining report based on skill, location, experience, mode of hiring, profit and revenue value.

- Supporting the recruitment team and management with request data to understand the actual target Vs achieved and help them with pending target.
- Providing reports to analyze and present as per the need.
- Providing business report on monthly/annual basis and support management to identify the top performer and also the least performing resources. In order to identify the loss made and rectifying the same to generate higher business.
- Maintaining a separate file for Naukri credentials and to generate portal access report.
- Maintaining Talent Now Credentials (ATS tool) and support

— **Company** — **TrueTech Solutions Pvt Ltd, Chennai**

Position — **Data Analyst**

- Tracking Account Manager's, Delivery Manager's & Recruiter's data and publish dashboard to the Managements on Weekly, monthly & quarterly
- Tracking Topline Business, Revenue, Gross profit & Net profit on monthly, quarterly & annually
- Tracking Margin % for each client
- Coordination for monthly Audit's
- Interacting with recruitment managers and clients to understand the demand and supply need.
- Providing DMR/WMR/MMR to understand the actual stand and make plans accordingly.
- Maintaining report based on skill, location, experience, mode of hiring, profit and revenue value.
- Supporting the recruitment team and management with request data to understand the actual target Vs achieved and help them with pending target.
- Providing reports to analyze and present as per the need.
- Prepared and set a data plan for the Business Team
- Providing business report on monthly/annual basis and support management to identify the top performer and also the least performing resources. In order to identify the loss made and rectifying the same to generate higher business.
- Maintaining a separate file for Naukri credentials and to generate portal access report.
- Maintaining a separate file for Oorwin Credentials (ATS tool) and support for the whole system integration as per the organization need
- Tracking with the agreement's renewal and new agreements
- Validating the agreement (with the help of external legal team) on legal terms for the Clients, Vendors and maintaining a separate file for it.

— **Company** — **Top Anil Marketing Company, Chennai**

Position — MIS-Sales Coordinator

- Tracking sales related activity of my territory.
- Sales record maintenance and day to day activity recorded in sales application.
- Tracking Sales Orders to ensure that they are scheduled and sent out on time.
- Effectively communicating with Distributors in a professional and friendly manner.
- Ordering and ensuring the delivery of products to shops.
- Supporting the field sales team in terms of TGT vs ACH.
- Able to translate concepts / ideas to sales executives and helping to achieve their targets.
- Effective Communication with Super Stockiest/Distributors.

— **Company** — **Olive Grapes, Chennai**

Position — MIS - Marketing Coordinator

- Coordinating with Vendors and Developers.
- In house and client Projects handling.

— **Company** — **Amarprakash Developers Pvt Ltd, Chennai**

Position — MIS Analyst - Customer Support

- Support Handling. Processing sales related letters, proposals and contracts in a timely manner and organizing sales promotional campaigns. Coordinating with marketing team. Presenting BTL activities reports for sales team on monthly basis.
- Responding to sales queries via phone, e-mail and in writing. Also ensuring that all inquiries are dealt with accurately, timely and professionally.
- Sending the quotations to customers and Tracking their sales orders to ensure that they are scheduled and sent out on time. Making reports on trade marketing offers& incentives.
- Sending outstanding statement to the respective customers.
- Preparing month-end Sales reports for senior managers, sales team and also presenting them.
- Preparing daily, monthly, yearly MIS reports as per the management requirements. Also Preparing PowerPoint presentation.

## — Declaration —

*I, hereby assure you, if given an opportunity to serve in your esteemed organization, I would discharge my devoted and sincere services to the entire satisfaction of management and good will of the organization.*

— **Poorani Subramaniyam** —