Tejaswini Nandimandalam

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***SUMMARY***

Qualified Bachelor of Technology (B. Tech) in Electronics and Communication Engineering (ECE) with over 2 years 1 month of experience as an IT Support Engineer. Demonstrated strong problem-solving skills and a proven ability to resolve technical issues efficiently. Experienced in handling multiple engagements simultaneously, providing excellent client care, and showcasing outstanding interpersonal skills.

***SKILLS***

Applications: FMC, CADIS, ITR, SWIFT, Postgres, Appian Database Management: SQL, pgAdmin

AutoSys: Creating AutoSys jobs, Resolving AutoSys job failures

Additional Tools: IDD

***PROFESSIONAL EXPERIENCE***

IT Support Engineer

Invesco (India) Private Limited, Hyderabad, India

# October 2022 – Present

* AutoSys:
  + Proficient in creating and managing AutoSys jobs.
  + Experienced in loading backdated files using AutoSys.
  + Skilled in resolving job failures using tools such as JIChecker.
  + Utilized the ServiceNow dashboard for tracking and managing incidents and requests.
* FMC Application:
  + Created and managed batch jobs within the FMC application.
  + Scheduled jobs, ran reports, and exported files as required.
* CADIS:
  + Monitored data ports and components.
  + Checked and released locks, executed failure components, and managed data ports.
* Postgres:
  + Proficient in using Postgres and SQL for database management tasks.
* Training:
  + Trained newly hired employees to ensure understanding of company processes, procedures, and deadlines.

***EDUCATION***

Bachelor of Technology (B.Tech) in Electronics and Communication Engineering (ECE) Sri Venkateswara Institute of Science and Technology, Kadapa

# 2022

Intermediate (MPC)

Board of Intermediate Education, A.P.

# 2018

X Standard

Board of Secondary Education, A.P.

# 2016

***STRENGHTS***

Quality and Accuracy

Analytical and Problem-Solving Skills Communication and Leadership

***PERSONAL PROFILE***

Name : Nandimandalam Tejaswini

Marital Status : Un married

Languages known : Telugu, English & Hindi

Gender : Female

Birth : January 02, 2000

Place : Kadapa. AP, India.