

# Pathi Saritha

## "Supply Chain Data Analyst"

Singapore

- Email me on Indeed: <http://www.indeed.com/r/Pathi-Saritha/aa0ff971069dc61d>

- Singaporean, .
- Bachelor of Science in Mathematics, Statistics & Computer Applications.

Graduate Diploma in Business & Finance.

- Currently working as "Supply Chain Data Analyst" for Cummins Asia Pte Ltd.

Total 6 years of working experience in Operations Support which includes Data crunching and Analysis, Regular & ad hoc reports generation and Database Management. Liaise between Vendors and Operations department to resolve complex customers issues related to internal operations such as data inconsistency, new report's needs, spot analysis.

- Meticulous, figure sensitive and good in problem solving.
- Proficient in Microsoft Access & Excel (Pivot Table, VLOOKUP, Marcos, VBA) and SQL programming.
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- Notice Period: Immediately

Resume of SARITHA

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Mobile No: 81136405

Am having over 6 years of working experience in Operations Support which includes Data crunching and Analysis, Regular & ad hoc reports generation and Database Management. Liaise between Vendors and Operations department to resolve complex customers issues related to internal operations such as data inconsistency, new report's needs, spot analysis.

## Work Experience

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### "Supply Chain Data Analyst"

Cummins Asia Pte Ltd

October 2018 to March 2019

6 Months Contract)

Responsibilities:

- Set up efficient process for Data crunching to manage large chunks of data.
- Perform data Analysis & present data in multiple formats and generate Reports for Operations Management.
- Deep dive to resolve the data mismatch issues and validate against propriety Order Management System.

### IT Executive

Integrated Health Plans Pte Ltd

September 2007 to April 2013

IHP)', a division of 'Ezyhealth Holdings Pte Ltd'.

Reason for Leaving: To prepare for the exams for "Graduate Diploma In Business And Finance"

Responsibilities:

- Generate Payment consolidation Reports by reconciling the records of billed claims & the payments made.
- Generate Monthly Revenue Reports to realize the earnings from potential customers.
- Perform Trend Analysis to determine the pattern of clinical claims & Leaves used by Employees
- Liaise with internal departments (Operations, Finance) and Clients for Reporting requirements.
- Perform data integrity verification checks using SQL Queries.
- Generate Custom Reports using Crystal Reports, MS Access & Excel.
- Daily support & maintenance of in-house Applications.

Recognitions:

- Identified the lapse in internal workflow of invoice processing. Proposed the revised workflow to management, which saved S\$ 15K pa.
  - Studied internal work processes & simplified the day to day task execution using basic IT Tools, which helped Operations Executives to perform the transactions faster & in a more accurate manner.
- Worked as an IT Operations Specialist from Aug 2014 to March 2015 for 'ST Electronics (Info-Software Systems) Pte Ltd'

Reason for Leaving: To take care of the kids.

Responsibilities:

- Monitor, manage and maintain the DC operation and facilities.
- Plan and manage equipment movement and hosting.
- Liaise with the vendors on maintenance and enhancement issues.
- Plan and perform System Maintenance and OS/Application Software Patches.
- Troubleshoot and report system incidents and abnormalities.
- Documentation and Reporting.

## Education

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### **Bachelor of Science in Mathematics**

Kakatiya University

## Skills

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ACCESS (5 years), EXCEL (5 years), MS ACCESS (5 years), SQL (5 years), DATABASE (Less than 1 year)

## Additional Information

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### Technical Skills:

- Proficient in Microsoft Access & Excel
- Programming Skills: Visual Basic & SQL
- Database: Microsoft Access & SQL Server 2012

### Strengths

- Having ability to work under pressure to meet the deadlines, while maintaining the quality of deliverables.
- Enhance internal workflow by automating the repeated tasks for effective utilization of resources.

### Other Details: