

Soundarya Chellamuthu

Techno-Functional Support Specialist | Documentation & Operations Analyst | AI, Cloud & LMS Coordination Executive

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Oddanchatram, Tamilnadu

Professional Summary

Versatile professional with 2 years of experience in executive support, client coordination, training delivery, and documentation. Skilled in preparing business presentations, managing procurement records, and creating technical content. Hands-on knowledge in Python, SQL, AI tools, and Oracle Cloud. Strong communicator with a focus on accuracy, efficiency, and cross-functional support.

Professional Experience

Corporate Trainer and Client Manager

2023 – 2025 | Coimbatore, India

Adroit Technologies Innovative Solutions

Corporate Training & Client Management

- Delivered training in AI Analyst tools, Machine Learning, Deep Learning, Neural Networks, Python, Java, C++, RDBMS (SQL), Advanced SQL, IBM Cognos BI (with Power BI/Tableau-style analytics), and Oracle Cloud Infrastructure (OCI).
- Created training materials in MS Word, PDF, and PowerPoint; managed training calendars, facilitated meetings, coordinated operations, and handled procurement from IBM, Oracle, and vendors.
- Liaised with clients for requirements, managed communications (phone, email, chat), and handled recruitment, interview scheduling, onboarding, and executive meeting support.

LMS Administration & Documentation

- Structured, edited, updated, and uploaded training content on the LMS, ensuring clarity, consistency, and alignment with learning goals.
- Maintained training reports, attendance logs, and executive documents using MS Excel and Word, ensuring accuracy and audit readiness.
- Ensured LMS content was user-friendly, regularly updated, and compliant with organizational standards.

Education

Master of Science

06/2021 – 05/2023

Sri GVG Visalakshi College for Women

Bachelor of Science

06/2018 – 05/2021

Sri GVG Visalakshi College for Women

Skills

Technical Skills

- Programming: Python, Java, C++, SQL
- Data Analytics & BI Tools: AI Analyst tools, Machine Learning, Deep Learning, Neural Networks, IBM Cognos BI (Power BI/Tableau style)
- Databases & Web: RDBMS (SQL), Advanced SQL, PHP, MySQL
- Cloud Platforms: Oracle Cloud Infrastructure (OCI), IBM Cloud
- Tools & Documentation: MS Office (Word, Excel, PowerPoint), Google Workspace, PDF creation, LMS content structuring

Professional & Administrative Skills

- Client Communication & Requirement Handling (phone, email, chat)
- Recruitment Coordination: Scheduling, Follow-ups, Onboarding
- Executive Support: Calendar Management, Meeting Scheduling, Agenda Preparation
- LMS Administration: Content Uploading, Editing, Updating
- Report Creation, Documentation Handling, and Procurement Record Management

Projects

Training Material Procurement & LMS Structuring

05/2023 – 04/2025

Collaborated with internal stakeholders to identify training content needs, coordinated procurement of learning resources from external vendors, and updated the LMS with new modules while tracking usage and maintaining quality standards.

Smart Street Light Monitoring System Using IOT

01/2023 – 03/2023

Designed a Smart Street Light Monitoring System using IoT simulation tools to automate lighting based on environmental conditions. Enabled energy efficiency and remote monitoring through sensor-based control and real-time data simulation.

Hostel Database Management System

02/2018 – 04/2018

Developed a web-based Hostel Management System using PHP and MySQL to handle student registration, room allotment, and fee tracking. Enabled secure login, real-time updates, and streamlined hostel administration through a user-friendly interface.

Certificates

Google Coursera

- Project Management Professional

Oracle

- Oracle Cloud Infrastructure (OCI)
- Generative AI
- Java Foundations

IBM

- Data Visualization (R and Python)
- Machine Learning
- Cloud Computing
- AI Analyst
- Cybersecurity

Languages

- Tamil
- English

Awards

Best Presentation Maker

Adroit Technologies Innovative Solutions