

Vandana Sivadasan

8601 W 165th Place

Overland Park, Kansas – 66085

Phone # 816-407-7803(H)

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Objective:

Looking for challenging and technical atmosphere where I can utilize my technical and analytical skills as Junior Programmer.

COMPUTER SKILLS:

Completed Manual Testing and SQL course from H2kinfosys. Knowledge of Quality Center.

Completed the Automation Testing with H2K Infosys. Knowledge of UFT, LR tools.

Microsoft Office (Expert in Word, Excel and Power Point)

Knowledge in C, C++ in Computer Application

Experience:

2000-2001 Worked as Accountant in wizard Technologies, Thiruvananthapuram, Kerala, India

2003-2004 Experienced Volunteer work at Liberty Hospital (Liberty)

Volunteered at the Home Health Department in Liberty Hospital

Job Duties: Administrative duties which included accounting piece, answering phone calls and other clerical duties.

2004-2005 Worked as a Radiology Clerk in Liberty Hospital.

2015-2017 Worked as HR Associate Manager at Object Technology Solutions.

November 16th 2015 – May 12th 2017

My Responsibilities:

- 1) Do the paperwork's for a new employee. Make sure all the below documents are been collected.

1. Offer Letter(Original & Copy)

2. I 9 forms(Employee & Employer)

3. *W4 form*
4. *ACH and Void check*
5. *E-Verify*

Sign the Employer document form representing the employer.

- Send the collected documents to HR offshore
- Filing it in Employee folder.

- 2) Answering phone calls.
- 3) Preparing the Employment letter send by hr and send it to the concerned employees if needed.
- 4) Collecting and Sending the employment verification forms to the concerned person.
- 5) Ordering the office supplies as if needed. Taking care of employees as if they need anything in the office.
- 6) Sort out the daily postal mail and send it as per to the different departments.
- 7) Taking care of checks we receive (A/R) and keep it ready to deposit in bank.
- 8) Taking care of checks A/P and send it.
- 9) Distributing and sending the paystubs to employees.
- 10) Taking care of Expense Reports of internal employees.
- 11) Helping Contracts Department in getting the signature from Vice President.
- 12) Helping the Legal Department in all matters.
 1. *H I B extensions*
 2. *I 140 filing*
 3. *EAD*
 4. *PERM Filing*

January 2018 - Currently working as an Assistant teacher in Primrose School.

June 3rd 2019 – Under training in Computer Impressions.

Created a new website for a City Council Candidate in Word Press.

Personal:

Excellent Verbal, oral communication and interpersonal skills

Language:

English

Education:

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| 1995-1998 | High School Diploma |
| 1998-2001 | Accounting Degree from NSS Womens College Trivadrur, India |
| 2003-2004 | Administrative Assistant as Major Credit form Maple Woods Community College. |
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