# PRAVEEN PONNUSWAMY

80 Mornelle Court, Apt no- 914 , Scarborough, Toronto, ON M1E4P8.

Tel No: 647 771 3100 Email: [praveen.p@hotmail.c](mailto:praveen.p@hotmail.c)a

**STRATEGIC BUSINESS SPECIALIST**

Dynamic, challenge and results-driven business specialist with an exemplary background of delivering growth in a competitive environment. Exudes energy and confidence, understands organizational excellence, visionary, thinks outside the box,. Articulate communicator, inspirational and proactive, able to succeed and deliver on key business initiatives.

**SKILLS SUMMARY**

* Experienced in Assembling and Testing of Mobile phones of RIM
* Expertise in Troubleshooting and fixing the problem.
* Diversified exposure in handling Mortgage Operations along with expertise in HR domain.
* Expertise in using spread sheet to maintain records and produce detailed reports.
* Excellent Time Management and Organization Skills.
* Resolving the customer/ employee related issues effectively.
* Ability to work with people of different discipline and backgrounds within a team-setting.

**WORK HISTORY**

**ASSEMBLER: June 2011 - Till date**

**( FLEXTRONICS – Newmarket, CANADA)**

* Experienced in troubleshooting the Blackberry Phones (RIM) all models.
* Finding out the electronic fault in the PCB and fixing the same.
* Experienced in doing data entry for all models.
* Performing quality check after the phone is fixed.
* Knowledge in handling Software , Testers , Labeling etc.,
* Ensure the Quality standard for all processing batches are met.
* Knowledge in data processing and updating records using the required applications.
* Maintaining the records using MS Office and producing the reports.
* Updating the data in DATASWEEP and SAP.

**LOSS MITIGATION SPECIALIST: 2009 - 2010**

**(TCS E-Serve Ltd – CITI BANK – North America (INDIA))**

* Setting up DRI module for default review for underwriting purposes.
* Updating requisite financial information of the borrowers in various systems.
* Liaison with Litigation team for completion of Loss Mit Review.
* Reviewing the documents from the third party/ borrower and routing to designated systems for further processing.
* Facilitating the underwriter review for providing the borrower appropriate solutions to repay their mortgage.
* Timely completion of various projects as and when required by Client / Management.
* Ensure the Quality standard for all processing batches received through multiple channels are met.
* Meeting all Quality, Auditory and Compliance requirement for Mortgage Processing.

**HR EXECUTIVE: (BAJAJ CAPITAL LTD.,) 2006 – 2008**

* Conducted research, recruitment, employment letters, short-listing, and reference checks.
* Carried out pre-employment testing, extended job offers.
* Prepared job vacancy posting and advertisements.
* Manage leave-of-absence programs and personnel records
* Received resumes, conduct interviews (panel) for various positions.
* Presented new hire orientations and trainings.
* Joined manager in labor relations issues.
* Played a key role in developing and executing performance management programs, including 360° assessments.

**EDUCATION**

**Masters in Business Administration (HR & Marketing) 2004-2006**

DJ Academy for managerial excellence (Bharathiar University), India

**Bachelor in Computer Technology 2001-2004**

Sri Ramakrishna Engineering College (Bharathiar University), India

**REFERENCES AVAILABLE UPON REQUEST**