



PROFILE OF  
**Nikitasa Nanda**  
*(Confidential)*

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***Candidate for***  
**SAP Assitant**

Infosys Technologies  
Bangalore, Karnataka

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***Submitted by***  
**Chetan S**

CareerTree HR Solutions,  
Chennai, India

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**08-Mar-2018**

**MH143**

The information in this report is strictly private and confidential and is based on information provided by the candidate. Its use should be restricted to only those members of the company's management group who are directly involved with the selection of a candidate for the position concerned.

## EDCUATION & EXPERIENCE

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### **Nikitasa Nanda**

Address : Flat - 302, 3rd Floor, Sai Apartment, SahakarNagar,Bangalore..  
 Mobile : \*\*\*\*\*  
 E-Mail : \*\*\*\*\*

### **EDUCATION / QUALIFICATION**

2016 Bachelor of Architecture (B.Arch.), Architecture  
 Vellore College Of Engineering, Erode, 87%

2014 Master of Arts (M.A.), Maths  
 SRM College, Chennai, 78%

### **EXPERIENCE**

Feb 2017 – Jan 2018 TATA CONSULTANCY, Chennai  
 Admin - Manager

Jan 2016 – Jan 2017 CTS LIMITED, Bangalore  
 Accounts Head

## CAREER EXPOSURE

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Feb 2017 - Jan 2018 **TATA CONSULTANCY , Chennai**

Tata Consultancy Services Limited is an Indian multinational information technology service, consulting and business solutions company Headquartered in Mumbai, Maharashtra. It is a subsidiary of the Tata Group and operates in 46 countries.

### **Admin - Manager**

#### Key Responsibilities:

- Quality Engineering
- Operations Research
- Web Designing, Maintaining, Developing and Supporting

#### Key Achievements:

- Using data to substantiate decision-making.
- Carrying out functional testing on components and subcomponents
- Knowledge of audit standards on coding.

Jan 2016 - Jan 2017 **CTS LIMITED , Bangalore**

Infosys Limited is an Indian multinational corporation that provides business consulting, information technology and outsourcing services. It has its headquarters in Bengaluru, India.

### **Accounts Head**

#### Key Responsibilities:

- Analyzing Information Reporting Research Results.
- Manufacturing Methods and Procedures
- Supports Innovation, PHP

#### Key Achievements:

- Documentation Skills Promoting Process Improvement
- Managing Processes
- Manufacturing Methods and Procedures

**OTHER INFORMATION**

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**TRAININGS & PROGRAMS**

2018                      Advanced Excel, Bangalore  
                              Learned Advanced Excel and Powerpoint

2017                      Tally, Chennai  
                              Learned Tally Basics and Advanced

**PERSONAL**

Date of Birth            : 11/06/1991  
Nationality             : Indian  
Marital Status         : Single  
Languages Known     : Oriya, Hindi, English  
Computer Skills        : Tally And MS Office  
Hobbies                 : Playing Chess And Listening To Music.

**CURRENT COMPENSATION**

Annual CTC (INR)     : INR 5 Lacs

**NOTICE PERIOD**     : 30 Days

## CONSULTANT ASSESSMENT

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### Relevant Experience

She developed SHE manual in line with OHSAS 18001. She institutionalized the behavior based safety process that was established in the year 2004 and is going very strong at the moment helping the organization improve the behaviors of employees across the organization

### Domain Expertise & Exposure

- She developed SHE manual in line with OHSAS 18001, ISO 14001 and ICAO guidelines was rolled out.
- While he was with DIAL, IGIA was certified for OHSAS 18001 and ISO 14001 He was instrumental in developing HSSE leaders in each group / department, who walk the walk and talk the talk from an HSSE standpoint.
- He developed HSSE objectives, both strategic and tactical and integration of these in to Company business plan.
- He institutionalized the behavior based safety process that was established in the year 2004 and is going very strong at the moment helping the organization improve the behaviors of employees across the organization

### Demonstrated Achievements

Through various programs, services, solutions, and achievements, obtained 92% client retention. Developed, and produced 100% quality product and have gained 100% client satisfaction during these years. BG India Safety Forum for Sharing Information

### Candidate's Personality

She comes across as a people oriented person who can and has influenced others by way of an assertive approach. She is very passionate about safety. She carries strong belief in values such as Team work, Trust, commitment, growth. Her detailed orientation and experiments with new ideas has helped to keep employees engaged in safety and she wants to inculcate this as behavior in the organization that she works with.

### Other Vital Inputs for Interview

Good Personality with Strong technical Knowledge.

### Interview Availability

Available from 10th March 2017.