

RESUME

Thulasi B

Contact No : 9176867644

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OBJECTIVE:

To work in a creative and challenging environment that encourages learning and creatively, provides exposure to new heights and stimulates professional growth

ACADEMIC QUALIFICATION:

Qualification	Institute / Board Name	Aggregate %	Year of Passing
MCA	Madras University - Distance Education	70	2014
BCA	SCSVMV University	90	2010
HSC	ST. Theresa Girls HSS	70	2007
SSLC	ST. Theresa Girls HSS	82	2005

PROFESSIONAL EXPERIENCE

RELIANCE SMART - CHROMEPET

Designation: Sr. Associate

Role : HR Buddy

Tenure: April 2021 – Feb 2023

Role Description:

- ✎ Recruiting employees for our store as per company norms.
- ✎ Preparing Offer Letters for the employees as per experience based.
- ✎ Updating employee details and documents needs to be uploaded in Portals &SAP.
- ✎ Preparing ESIC forms & Updating for PF (E-signing) will be provided.
- ✎ Attendance report to be cross checked for payroll process.

WIPRO LIMITED, INDIA- CHENNAI

Designation: Senior Officer

Tenure: September 2014 – March 2015

Role Description:

- ↪ End to End Order Management activity starts with ERP generation
 - ↪ Maintained and sharing daily order reports to client for their quick reference on order status
 - ↪ Tracking the new learning and updates and sharing the info among the team to minimize the error occurrence
 - ↪ Weekly calls with clients referring to order status and also to understand their concerns and feedback to improve turn around
 - ↪ Maintained and Sharing individual reports specific to activities handled to client on weekly basis
 - ↪ Arrange internal team huddle to update the pending work status and also plan for the day
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HEWLETT PACKARD – CHENNAI

Designation: Business Ops Associate II

Tenure: August 2010 –May 2014

Role Description:

- ↪ Acting as an interface between the client and the back office processors on TAT basis
- ↪ Providing invoice to the Client for the service rendered by onsite Engineer
- ↪ Compressing number of work orders less than one service request number
- ↪ Doing the minor changes in the contract or quote specified by the client
- ↪ Rejecting, cancelling and renewing the contracts
- ↪ Supporting clients by providing discounts on their orders
- ↪ Appointment of new channel-partners, agreement preparation and documentation, SAP quote Creation.
- ↪ Allocation of work to the various teams by assigning activities in Siebel.
- ↪ Creating Proposals / Quotes for Customers in the EMEA region for products with appropriate service level agreements, which customers might want service for.
- ↪ Processes done entirely through SAP R/3 version 6.3, MS Excel and other internal web based applications.
- ↪ Responsible for achieving high accuracy levels across all Business Regions
- ↪ Preparing of new business quotations for new products and services in the entire EMEA region.
- ↪ Creating customer contact information and business partners to maintain customer master data.

Achievements:

- ✓ Top performer in 2011 to 2013
- ✓ Sap certification – provided by HP

Additional Qualification:

- ◆ Diploma in UNIX,C,C++ (CSC – Computer Software College)

Technical Skills:

- ◆ Programming Language : C, C++, Java, VB
 - ◆ Web Technologies : HTML, XML, Java Script
 - ◆ Others : MS Office
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PERSONAL DETAILS:

1. Date of Birth : 19-08-1989
2. Gender : Female
3. Father Name : Baskar R
4. Mother Name : Viji B
5. Permanent Address : No 1, Boopathy st, Gandhinagar,
Nagalkeni, Chennai – 44
6. Nationality : Indian
7. Marital Status : Single
8. Languages known : Tamil & English

I hereby declare that the above information is true to the best of my knowledge.

Place : CHENNAI

Date :

Thulasi B