

Dhanya Prasad

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Career Objectives

To obtain challenging position in an organization that gives me an opportunity for self – improvement, While contributing to the growth of the organization with my Technical, Innovative & Logic skills.

Job experience

Organization: Ocwen Financial solution PVT LTD
Duration: March 2014 – March 2015
Designation: Record servicing and imaging associate

Organization: Siemens Technology and Pvt Ltd
Industry: Supply chain management
Duration: June 2015- June 2017
Designation: Junior specialist

Organization: EXL Services
Duration: March 2018- till date
Designation: Senior Executive

Education Details

Bachelor of commerce in Finance and Accounts, BNM Degree College, affiliated to Bangalore University 2009-2012

Technical Skills

- Certified in tally 9.0, NICT, Bangalore 2012- 2013
- Certified in finance and accounts, NIIT Bangalore 2013-2014

Achievements

Received Bingo Award in September 2016
Extra Miler Award in November 2018
Hi5 Award in 2019

Application Knowledge

SAP, Outlook, One SRM, Case and Order, EZ-Suite, PO confirmation tool, Five-9, MS-Office, Ariba.

JOB DESCRIPTION :

Designation and Record services – Imaging Associate- Ocwen Financial solution Pvt Ltd.

Trained on imaging document, classification tool Namely “KOFAX” used for archiving Mortgage customer’s documents from various lending institutions from US.

Primary responsibility to archive by classifying all mortgage related documents according to their distinct team keywords recognized into “KOFAX/THICK CLIENT”, Later moved into upgraded tool “THIN CLIENT/WEB CLIENT”, and currently into more sophisticated tool “CAPTURE”.

Also involved in cross-functional responsibilities like manual attribution into dedicated tool namely “CIS”, customizable imaging solution for similar customer documents.

Successfully completed project like OWB, CHASE, DELTA, MULTI –TIFF, IRG, RESCAP, and WELLS FARGO on “THIN CLIENT/ WEBCLIENT” and “CAPTURE”. Module

Currently working on multi-service project on “CAPTURE” since November 14

Designation: Junior Specialist- Support Siemens energy and Siemens real estate, North America

This roles includes consulting and P2P activities:

Interacting with clients on requirements and understanding their requirement

Approving shopping carts by reviewing the supplier with competitive quotes and assigning the lowest bid.

Creation of purchase order in SAP and ONE SRM system.

Investigating on invoice which is in discrepancies

New vendor setup/ Modification by getting legal documents by vendor

Educating the clients on procurement policies and process on various occasions

Ensure that the transactions are processed within agreed time frame “TAT”

ADDITIONAL RESPONSIBILITIES:

Responsible for sending weekly report to head of procurement/client

Handling clients or supplier calls

Handling escalation calls and providing quick resolution to the requester/customer queries.

Designation: Senior Executive - EXL – Vendor Management, Vendor Verification

Involved in performing the risk assessment of the vendors

Analysed and mitigated risks from the vendor relationships and vendor performance management

Continuous vendor monitoring and maintained detailed documentation in contract management.

Performed risk assessment for various vendors by solving the IRQ forms.

Performing the Due Diligence and monitoring of vendors.

Manage multiple vendor sourcing projects from due diligence through fruition and contract execution. Ensure annual service levels are achieved.

Actively monitoring the vendors using DnB and Lexis Nexis tools.

Tracked, reported and evaluated vendor performance.

Documented, interpreted and approved Master Service, Master Consulting, Task Order and Amendment, Statement of Work agreements including deliverable, scope and timeline for completion.

Cooperated with internal lines of business to administer measurement and monitoring of SLP's and vendor score card.

Development and maintained an in-depth knowledge of /adherence to various regulatory agencies' guidance relating to third party vendor management.

Follow-ups on pending items, calculate TAT and Cycle time for onboarding a vendor.

Provide RCA for escalations, provide support to vendors and help them in onboarding.

Ensure that all registered vendors are integrated and available S4 and guided buying.

Track amendment request and update tracker, check the status of legacy vendors in Oracle and ensure that data has flown Accurately

Raise tickets with Ariba support team for any issues or errors occurred while integrations.

Identifying Errors and ensuring it is resolved before the payment run, resolve customer queries through centralized helpdesk mailbox.

Understanding process improvement areas and work towards improving it.

Updating of daily status to management. Tracking team allocation and productivity. Track of attendance, process updates and publishing same for management.

Organizing people Engagement Events and conducting team-bonding activities.

Providing the End-to-End knowledge transfer to new joiners.

Personal Details

Father's Name: Prasad
Mother's Name: Omana.Prasad.N
Nationality: Indian
Date of Birth: 30th march 1991
Gender: Female
Language known: English, Hindi, Malayalam, Tamil, Kannada.

I hereby declare that the information given by me is true to the best of my knowledge.

Date:

Place: Bangalore.

(Signature)