

Professional with over 4+ years of qualitative experience in People Administration, Project Assistance.

Looking forward to explore similar opportunities in a prestigious organization.

CONTACT

PHONE:

+91-9886646775

EMAIL:

resmy.gs@gmail.com

PROFESSIONAL COMPETENCIES

- Excellence in managing complex workload keeping timelines and targets in mind
- Effective written and verbal communication skills

WORK EXPERIENCE

➤ SAP Labs India Pvt. Ltd.

April 2021 – Till Date

Roles

- Project Associate

Job Responsibilities

- Calendar Management.
- Assisting in the operations tasks (CATS, Lucid, Jam page editing, Sharepoint folders, Teams channel, Org Updates)
- Communications (Collecting content from the managers for different newsletters and reports)
- Vendor Management (SOW's, DPA, Onboarding & Offboarding of C-Users)
- Team budget utilization, Expense and Claim Management for the managers
- Arranging Workshops, Team outbounds
- DL Management
- Workspace Management
- Support for R&R Initiatives and the Employee Engagement initiatives in the unit.

➤ DataFormix Technologies

Client: SAP Labs India

January 2020 – March 2021

Roles

- General/Project Administration

Job Responsibilities

- Calendar Management.
- Expense and Claim Management
- Rewards and Recognition Program Coordination
- Logistics and Transport Facilitation
- Workspace Management
- Facilitate Virtual trainings & Other Workshops
- Access Management
- Contingent workforce Operations Management

Projects

WIPRO

- Objective: Onboarding and training Partner Scrum Teams

Activities:

- Coordinating travel itinerary and accommodation for SAP Executives.

- Setting up logistics and facilitating the sessions conducted with IT and Admin support.
- Access management for executive and the trainees.
- Assist in training material circulation, Artefact collection and document consolidation for smooth presentation.

Respect At Work @ SAP Labs India

- Purchase Order management
- Contract Renewal with Vendor

➤ Vydehi School of Excellence

May 2016 – November 2019

Roles

- Admission Officer

Job Responsibilities

- Attending the inquiries of parents via email, phone and personal and helping them with the admission process.
- Distributing the application forms and explaining the fee structure & the details about the school.
- Collecting and verifying the application forms and documents from the parents, interacting with the students to provide feedback.
- Maintaining the master student data and updating the management regarding the strength of the school.
- Helping the parents with the Transfer Certificate after all the school clearance.
- Issuing Bonafide certificate/ NOC Letters/ Recommendation Letters for students.
- Handling all kinds of Fee Concession & Refund Requests from parents.
- Handling the SATS (Students Achievement Tracking System) Website from the Karnataka State Government.
- Handling RTE admissions, Scholarship of RTE students and the RTE Re-imbursement from the state government.
- Planning of the entire academic year including the number of sections, classroom requirements and student requirements.
- Received certificate of Appreciation from CEO of VHIRE4U for the quality of work and the clear focus to achieve the targets.

➤ Union Christian College

Job Responsibility: Lecturer

- Department: BCA
- Subjects Taught: Computer Organization & Architecture, Operating System, System Software, Object Oriented Programming (C++)
- Lab In-charge: C++

EDUCATION

- 2006 SCMS School of Engineering and Technology,
Mahatma Gandhi University, Kerala
B. Tech Computer Science and Engineering
Aggregate: 69.1%
- 2002 XII, Higher Secondary Kerala
Aggregate: 75%
- 2000 X, SSLC Kerala
Aggregate: 90.83%