

## CURRICULAM VITAE

Personal Details	
Name	Nadar Saritha Athilingam
Address	A/502, Shivam Apt, Dutta Mandir Road, near SHRI RAM college, Bhandup(W), Mumbai- 78
Contact	8433758085
E-Mail	saritaathilingam@gmail.com
Date of Birth	4 <sup>th</sup> November 1996
Nationality	Indian
Gender	Female
Marital Status	Single

Educational Qualification		
Examination	School /College	Marks (%)
BSC	SIES college of Arts, science and commerce	50%
H.S.C	NES Ratnam College, Bhandup	64.77%
S.S.C	Bright High school and Jr college	68.80 %

CAREER OBJECTIVE:
To secure a challenging and rewarding position in an organization offering personal and professional growth based on performance. I have an understanding of Advanced Excel, Power BI, Supply chain, Inventory management, business reporting for different domains of value chain and a Certified Lean Six sigma green belt holder. Overall, I am confident that my experience, skills and attitude make me an ideal candidate. I am eager to bring my expertise to the table and collaborate with a team to drive data-driven decisions and optimize business outcomes.

**Technical skills:**

- MS Office Tools
- Advanced Microsoft Excel
- Power BI
- Minitab Tool
- Oracle Application- ES

**Languages: English, Hindi, Marathi & Tamil.**

**Employment Details:****CAPITA INDIA PRIVATE LTD**

**Work Experience (20 December 2018 – 4 March 2020) 1 year 3 months**

**Job Profile:**

- Worked as a customer service representative.
- Dealing with customer's query, renewal, updation, creation of their TV license.

My duty was to resolve the customer queries through emails and deliver them the best resolution for stated problem. As the company states "WE CREATE BETTER OUTCOMES" our duty is to deliver the best service to our customer responding them through email and chat.

**Saarathi Healthcare Pvt Ltd (March 2020 – December 2020) 10 Months****Job Profile:**

- Worked as a Project Coordinator
- Handled Projects like Lung Cancer Support Program, Astra Turbusupport (Asthma), Koye Support (Diabetes).
- Enrolling Lung Cancer patients in the program for the free medicines.
- Compiling MIS of all the enrolled patients.
- Ensuring retention of patients via monthly follow ups and assisting them in getting their medicines
- Compilation and presentation of data wrt patients and doctors. Flagging Adverse Drug Reaction (ADR), if any.
- Guiding patients about the right usage of Symbicort Turbuhaler and answering to their queries regarding the same.
- Review and monitor patient's health and report if any adverse effect.
- Creating awareness about the inhaler, giving assistance and log general complaints of low grad.
- Ensuring retention of patients via monthly follow ups and assisting them in the availability of medicines.

## **NCR Corporation INDIA PVT.LTD**

**Currently Working as an Inventory Control Specialist from 25<sup>th</sup> February 2021 till now.**

### **Job Profile:**

- Scheduling and follow up of audits and cycle counts for each field stocking location within the region to maintain the accuracy of the inventory records and prepare the necessary inventory adjustments in accordance with the Internal Controls Policy.
- Reconciliation of financial in transit reports on daily basis.
- Reconciliation and resolution of distress (parts that can't be received on arrival) from all vendors.
- Setup of new CE's – Part logistics setup – closely work with field services and ES Business setup team.
- Analysis to determine what parts are carried by all Customer Engineers.
- Coordinating with Engineers on part receiving and returns.
- Dealing with Customer Engineer order requests and problems with inventory integrity issues.
- Coordinating with Planning and order management team.
- Processing Customer Engineers exits and re-deployment of all service parts.
- Plan and execute NTS returns.
- Monitor Surplus and Defective log.
- Reconcile and process scrap with IM team.
- Identify and rectify ES Vs Trace variances.
- Helping field team on escalation emails of part related queries.
- Design and improve current ICS process

### **Additional Responsibilities:**

- Working on NTS report on Daily basis & informing FSC/FSM to close the in transits.
- Maintaining weekly dashboard report & providing updates to support team.
- Maintaining GIDR report on daily basis

### **Key Attributes:**

- ✓ Good communication skills & Analytical Ability.
- ✓ Team Player
- ✓ Good human relations skills.
- ✓ Ability to execute several assignments simultaneously.
- ✓ Can work under pressure

Certification
✓ Lean Six Sigma Green Belt
✓ Advanced online Microsoft excel



PLACE:

DATE:

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(SARITHA NADAR)