

S.Sirisha

Mobile: 8247733882

Email: surya26394@gmail.com

SYNOPSIS

- Experience in various aspects of functional operations, MIS reporting with solid planning and organizational skills.
 - Planning, execution, monitoring and resource balancing skills with ability to handle multiple functions and activities in high pressure environments.
 - Part of training and subject matter expert team which assisted in training new prospects.
 - Adept at handling day to day administrative activities in coordination with internal/external BUs for smooth business operations.
 - An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities. Possess a flexible & detail-oriented attitude.
 - Establishing short term / long term strategies for achievement of business objectives & goals.
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CORE SKILLS

- Having ability to lead cross-functional teams and integrate their efforts to maximize operational efficiency.
 - Ability to analyze problems from various aspects and coming up with optimal solution.
 - Excellent communicational and interpersonal skills.
 - Ability to perform under pressure.
 - Problem solving skills.
 - Detail orientation.
 - Agility for quick learning.
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EDUCATIONAL QUALIFICATIONS

- **M.B.A (Master of Business Administration)** from, St. Xavier's P.G. College, Osmania University, Hyderabad, Telangana
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WORKING EXPERIENCE

- Worked with Infosys BPM Ltd as Process Specialist from Feb 2016 to Jan 2019.
 - Working with Accenture as Analyst from Jan 2019 to Till Date
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KEY RESPONSIBILITIES

- To ensure that all key metrics of performance as per the Client SLA are met and exceeded
 - Manage and strengthen Client Relationship
 - Assist Users in developing content for advertising campaigns.
 - Sending feedbacks to the existing Users as and when needed to improve readability.
 - Analyze content marketing metrics and action according to the Policies defined.
 - Make sure that the Policy requirements are met before the content is sent live on media.
 - We are responsible for organizing, categorizing and publish content and information using specific tools and channels, for use by different groups and individuals within the organization.
 - Focus on reviewing photos, videos, and text based content and make judgements as to whether reviewed content is in violation of our Client's terms of services.
 - We also review content that may also be sensitive in nature and ensure that every piece of content in violation of the Client's terms of services is accurately identified and flagged for action in a timely manner.
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Hobbies

- Listening Music & Singing
- Conducting fun sessions on the floor.

Personnel Details

- Husband's Name: I. Sai Kiran
- DOB : 04th April 1990
- Gender : Female
- Marital Status : Married
- Permanent Address: Flat G2, Kalinga Dream Apartments, MJ Colony, ECIL – Hyd. 500040

Declaration:

All the information shared in the resume is correct, and I take full responsibility for its correctness.

Date:

S.Sirisha