**NISHA RAMESH**

**R. NISHA EMAILID:**nisharamesh1289@gmail.com

No 19 Padmavathy street, **MOBILE NO**: 8610126860

Sri chakra nagar,

Mangadu,

Chennai-600122



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| **CAREER OBJECTIVE:** |

To play a responsible and challenging role in the projects undertaken by the organization and to utilize my creative, logical and analytical skills to serve the goals of the organization.

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| **ACADEMIC PROFILE:** |

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| **QUALIFICATION** | **INSTITUTION** | **BOARD /**  **UNIVERSITY** | **YEAR OF**  **PASSING** | **% of Marks** |
| M.Phil  (Computer Science) | St.Peters Engineering college | St.Peters University | 2015 | 65 |
| **M.Sc**  **(Information Technology)** | Anna Adarsh College for Women, Chennai | Madras University | 2011 | 79 |
| **B.Sc**  **(Computer science)** | Dharmamurthi Rao Bahadur Calavala Cunnan Chetty’s Hindu College, Chennai | Madras  University | 2009 | 62 |
| **H.S.C** | Vijayantha Model Higher Secondary School, Chennai | State board | 2006 | 65 |
| **S.S.L.C** | Vijayantha Higher Secondary School, Chennai | State board | 2004 | 71 |

**WORK EXPERIENCE:**

* Worked in a Telecom project as Business associate in TATA Consultancy Services in Semi-Voice Process from 25 April 2012 to 30 August 2016
* Project Name : TELSTRA (Australian Telecommunication)
* Process Name : EP (Error provisioning) & Bigpond(Broadband Access)
* Responsibilities : Processing the orders as per customer requisition like Email Retention, Telephone and Broadband service activation(BOE) with adding bundle by checking the feasibility, Plan change, Relocating etc... by using various kinds of legacy tools like MOBY, Siebel, AXIS and few Legacy systems and computer applications.
* Worked in Heavy Vehicle Factory (AVNL), Ministry of Defence, Avadi. Gained 2 years experience as Steno/PA for Jt.GM & GM/HR & Accounts & Finance.
* Responsibilities: Dispatch of all Accounts related DAK and files which was approved by Jt.GM/F&A with the help of casual labor to corresponding sections. Jt.GM/F&A office Official letters typed by taking dictation and send to corresponding sections & shop for further action. Jt.GM’s personnel work like LTC, Reimbursement of telephone bill, Mobile bill, Rail wire bill, Newspaper bills are generated in online and send to Bill Group for payment. Temporary duty visit by Jt.GM to other defence factories in India was approved by CGM and TD completion factory order was done in online. TD procedures are followed. Connecting phone call to higher officers as per Jt.GM‘s request and connecting incoming calls to Jt.GM after his permission. Informing CGM Meeting schedules and also arranging meeting with Jt.GM with other JWMs in conference hall.

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| **ACHIEVEMENTS:** |

* Honoured by TCS as outstanding performer.
* Certified as Class First with Distinction in M.Sc. Information Technology.
* Certified by the IT department of Heavy Vehicles Factory, Avadi, Chennai for internship.
* Certified by IT department of Mercury Technology, Chennai for main project.

**STRENGTHS:**

* Excellent Computer knowledge and Communication Skill.
* Leadership and Teaching Quality.
* Work experience.
* Ability to learn new technologies and to work independently with full

Confidence

**PERSONAL PROFILE:**

**Name :** R. NISHA

**Date of birth :** 12.05.1989

**Father’s name :** N. Ramesh

**Gender :**  Female

**Marital status :** Married

**Languages Known :** English, Tamil

**Nationality :** Indian

**Hobbies :** Shopping, long driving

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| **DECLARATION:** |

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

**DATE: Yours sincerely**

**PLACE: (R.NISHA)**