Email :karthiga.radha@gmail.com

P.KARTHIGA Contact No : 8807484186

No:4/710,

Dhavamani Building 1st Street,

Erumbeeswarar Nagar,

Malaikovil,

Thiruverumbur,

Trichy-13.

OBJECTIVE

To seek a Challenging job where I can utilize my skills, which the corporate needs and to grow along with the concern

ACADEMIC CREDENTIALS

* 2009 70% MBA (Human Resources with Marketing) from Shrimati Indira Gandhi College.(Bharathidasan University)Trichy.
* 2007 56% B.COM from Shrimati Indira Gandhi College.(Bharathidasan University)Trichy.
* 2004 83% Higher secondary – BHEL Matriculation Higher Secondary School.(Trichy)
* 2002 72% Secondary Course – BHEL Matriculation Higher Secondary School.(Trichy)

SOFTWARE SKILLS

Designing software : MS Office Applications

Cloud Storage Technology (iCloud, Alfresco, Filezilla).

INDUSTRIAL VISIT

Whirlpool (Pondicherry)

Hindustan Photo company (Ooty)

BHEL ( Trichy)

SRF(Trichy)

EXTRA CURRICULAR ACTIVITIES

Participated in the UGC sponsored national level seminar on “STRATEGISING FOR THE FUTURE CHALLENGES OF WOMEN” held on 2008.

Attended national level conference on “WOMEN EMPOWERMENT” in Trichy.(2008)

Participated an Orientation Programme on “PERSONALITY DEVELOPMENT” organized by the department of English held on 2004.

Participated in Science Exhibition – 2k3 and submitted project on “GENERATION OF COMPUTERS” held on 2003.

Participated in “ONE DAY ORIENTATION TRAINING PROGRAMME ON PROMOTION OF YOUTH ENTREPRENEURSHIP” organized by IECD held on 2009.

PROJECT PROFILE

Project Title :“EFFECTIVENESS OF TRAINING PROGRAMME”

Project Details: Training is an Organized procedure by which people learn knowledge and or skills for a definite purpose.Through the project I have undergone, I just got a gist about how Training in a concern helps the employees to increase the Productivity, improves the quality of the product/service and lessen the Time Consumption to do a particular job and make them specialized in their particular assigned tasks. Employee training is a specialized function and is one of the fundamental operative functions for Human Resources Management.

Venue : GB Engineering Enterprises Pvt Ltd - Trichy.

WORK EXPERIENCE

2010(March to 2010 June) -Started working as a Customer support Executive in ALLSEC Technologies at Chennai.

Designation : Customer Support Executive Organization : Allsec Technologies (Chennai)

Period : From March 2010 to June 2010.

2010(July to 2011 Nov) -Started working as a Process Executive (Non-Voice) in Cognizant Technology Solutions at Chennai.

Designation : Process Executive

Organization : Cognizant Technology Solutions (Chennai)

Period : From July 2010 to Nov 2011.

2012(March to 2014 July) -Started working as a Office Assistant Executive in Guru Engineering Works at Trichy.

Designation : Office Assistant Executive Organization : Guru Engineering Works (Trichy)

Period : From March 2012 to July 2014.

2015(March to 2015 October) -Started working as a Production Assistant in Pearson English India Pvt Ltd at Chennai.

Designation : Production Assistant

Organization : Pearson English India Pvt Ltd (Chennai)

Period : From March 2015 to Oct 2015.

2019 (March to 2019 July) – Started Working as a Level – 2 officer in Karvy Digikonnect Private Ltd at Trichy.

Designation : Level -2 Officer

Organization : Karvy Digikonnect Private Ltd (Trichy)

Period : From March 2019 to July 2019

PROJECT EXPERIENCE

Allsec Technologies at Chennai:

Handling of Customer Queries and solve the complaints upto the Customer satisfaction.

Cognizant Technology Solutions at Chennai:

Project : SUPERVALU Project (Retail)

Domain : U.S. Domain

Process : Supply Chain Services and Vendor Maintenance

Responsibilities:

In my current position, I have handled the following task:

1. Indexing
2. Invoice entry & Reconciliation
3. Handling the Special projects & creating Vendor request
4. Preparation of daily reports in Production Tracker
5. Invoice research and changing the Name and address change to the Vendor and maintaining the Vendor payments(Accounts Payable Team)
6. E-Mail communication with the US business units to provide timely solutions regarding issues related to processing of payments.

PROJECT PROFILE

* Supply chain services A/P dept is responsible for processing all merchandise invoices sent by the vendors for payment.
* Ensure all invoices are paid On-Time with proper cash discounts taken in accordance with Invoices or Vendor file Terms.
* Vendor Maintenance is the maintenance of Supplier details in the Oracle Application
* Vendor Maintenance includes both adding a new supplier into the Oracle database, as well as, modifying the existing supplier information.
* The Analyst has to create/modify the supplier record based on the information provided by the requestor.
* In case the supplier record has not been created in Oracle Application, Payment will not get triggered which in turn leads to the nonpayment to the supplier or in case the supplier information has not been changed it may lead to wrong payment

Guru Engineering Works at Trichy :

Worked as a Office Assistant Executive and handle all the business and admin related works.

Pearson English India Pvt Ltd at Chennai:

Project : NSE (New Student Experience) Project

Domain : U.S. Domain

Process : E-Learning Process

Responsibilities:

Onboarding the content from Manuscript documents to Authoring Tool for the Students E-Learning Process.

Identifying and analyzing the contents error of NSE Manuscript and send the queries to Onsite for clarification and resolve it through Email Communication.

Uploading of Media assets comprising of Video mp4 Files, Video images, Photo images, Art files and Audio mp3 Files for NSE E-Learning Project.

Creating the activities for all the Interactions and combining of activities for the Course builder.

Onboarding the Assessment Quizzes and Checkpoint Quizzes for the E-Learning Process of NSE Project.

Maintaining the Production Tracker and updating the Workflow for the Project. Accessing of Filezilla and Alfresco sites for Media Assets.

Worked as a Recruiter for the NSE Project. Analysing the openings, Conducting the Screening Test for the candidates, Technical Testing and analysing the suitable candidate for the job role. Providing Project Training about the process to the placed candidates

PROJECT PROFILE

NSE – New student Experience in Pearson

This is a course created for the English beginners. The NSE is a suite of products and services working together to form a seamless E-learning that leads to success. we deliver the quality and easy learning process for the New students which is efficient and effective. The course was built in the new content management system.

Karvy Digikonnect Private Limited at Trichy

Responsibilities: Worked as a Level - 2 officer. Analysing, Trouble-shooting and solving the issues and queries of the customer upto their satisfaction.

PERSONAL DETAILS

Date of Birth : 6th December 86

Nationality : Indian

Strength : Hard Work, Self-confidence.

Languages : Tamil, English

Hobbies : Listening music, Reading

DECLARATION

I hereby declare that all the information given above is correct and true to the best of my knowledge.

Date:

Place: (P.KARTHIGA)