#### J.Roopa, Mobile : +919787851280

9/143, Melur Village & Post, **E-mail :** roopsan95@gmail.com

The Nilgiris-643221

**Objective:**

Intend to build a career in a challenging environment and to imply my fullest potential for the welfare and development of the organization.

**Work Experience**:

**Process Associate**

**Hewlett Packard Enterprise**

**Project: New Business Quote - NBQ (AMS)**

* Serving Hewlett Packard Channel Customers, responsibilities include creation of new business quotes and quote amendments, creating contracts and making changes in active contracts. Analyzing the request and sending queries.
* FTR – First Time Right – No QC would be done for my work processed and completions would be sent directly to the customer by me.
* Have been processing in the capacity of QC and FTR in NBQ Ams and Amendments supporting AMS region where we support more than 17 countries with specifics for each Channel Partners. Am capable for quick response and follow up directly with the front end within 24 Hrs. of receiving the request.
* Conducting the daily Team Huddle to discuss about the previous day volumes, Production plan, and accuracy defects.

**Responsibilities**

* Order allocation for the Team
* Responding to the escalated emails received from the Customers.
* Processing of QC orders.
* Conducting CAPA meeting to the Team members all my additional responsibilities

#### Employment Scan:

**HPE SEP 2015 to Till**

**Working as Sales Support Management Coordinator II with Hewlett Packard Enterprise**

Education:

|  |  |  |  |
| --- | --- | --- | --- |
| Course | College/School | % Mark | Year Of Completion |
| BCA | NGP Art and Science College, Coimbatore | 80% | May 2015 |
| HSC(+2) | Chamraj Hr. Sec. School, The Nilgiris | 74% | Mar 2012 |
| SSLC | Chamraj Hr. Sec. School, The Nilgiris | 76% | Mar 2010 |

Skills:

* Microsoft office 2007
* C & C++
* SAP (5+ years of experience)

**Area Of Interest**

* C programming

**PERSONAL TRAITS**

* Self-confident, Flexible.
* Quickly adapt to learn new Technologies.
* Friendly behavior.

**Personal Details**

**Name :** J. Roopa.

**Father’s Name :** H. Jeganathan

**Date of Birth :** 31th August 1995.

**Languages Known :** English and Tamil.

**Declaration**

I hereby declare all the information furnished above are true and correct to the best of my knowledge

**Place :**  **Yours truly**

**Date :**  J.ROOPA