G. Deepa *Phone no*: 9884130883, 7010174703 H.No: 2923 *E-mail id* : gbkas.achu@gmail.com TNHB,

Avadi,

Chennai-600054.

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**Career Objective**

To obtain a position that will enable me to use strong organizational skills, educational background and ability to work well with people.

**Strengths**

* Motivated and consistent and competent.
* Zeal to learn new things that are demanded by my profile.
* Hard working and complete the work within deadlines.
* Event management skills
* Communication with excellent relationship management.

**Academic Qualification**

* B.COM (Honours) from Loyola Degree College Hyderabad (2009-20012).
* Intermediate (MPC) from Sri Chaitanya Jr. College (2007-2009).
* STD X from St. Martins High School (2006-2007).

**Technical Skills:**

* **Oracle DBA**
  + Knowledge in installing different 10g and 11g of Oracle on different platforms.
  + Knowledge on Oracle Architecture.
  + Familiar with Table space level issues andUser level issues.
  + House Keeping activities of Archive logs and Trace files.
  + Knowledge on Backups like Logical Backups (Exp, Imp, Data Pump(Expdp/Impdp).
  + Knowledge on Offline and Online backup.
  + Taking scheduled backup as per backup strategy using RMAN.
  + Capable of troubleshooting in Oracle environment.
  + Knowledge in ORACLE 11g RAC new features
  + Knowledge in ASM.
* **Java**
  + Knowledge on Core Java.
  + Knowledge on multi threading
* **Excel Macros**
  + Worked on process automation using excel
  + Worked on VB scripting

**Work Experience:**

* Joined in Cognizant Technology Solutions in June 2012.
* Worked in Academy (Learning & Development) as a part of learning and delivery team as Learning delivery SPOC for Hyderabad location.
* Worked with Core logic for payments process and Automation
* Worked with Intelligence Process Automation

**Job Description:**

**Academy** :

* Handled all the internal and the external Training program at the location.
* Facilitated induction and the first start training for the newly joined associates.
* Provide constant feedback the associate.
* Checking the quality of the delivery of training program.
* Handled Internal and external assessments for the business teams.
* Interacting with the business and deliver the work as per the business requirement.
* Preparing a quarterly report of the training delivered at Hyderabad location.
* MIS for Hyderabad Location.
* Worked on improvement of the trainings depending on the feedback.

**Core logic**:

* Worked with payments process (for both Research and non Research process)as processor and a quality analyst.
* Worked on process improvement such as process automation with macro development.
* Managed allotment trackers and reports for the management.
* Managed the team in the absence of team leader.

**Intelligence Process Automation**

* Worked on MIS for the team.
* Worked on automation of the reports through Macros.

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**Personal Details**

Name : G.Deepa

Father’s Name : G.Balraj

Gender : Female

Date of birth : 24.12.1991

Marital status : Married

Languages known : English, Hindi, Telugu, Tamil and Kannada

Nationality : Indian

**Declaration**

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

**(G.Deepa)**