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| **Objective** | To strive for constant enrichment of knowledge and abilities in all the professional and managerial work areas this involved in productive and effective organizational leader and team member. | |
| **Work Experience** | NTT DATA Corporation is a Japanese multinational information technology service and consulting company headquartered in Tokyo, Japan. It is partially-owned subsidiary of Nippon Telegraph and Telephone. Japan Telegraph and Telephone Public Corporation, a predecessor of NTT, started Data Communications business in 1967.  **08/2022 to Till Date** **NTT DATA Noida**  **Role-Transition Specialist**     * Doing the transitioning of the projects * Assisting PM’s in various report * Follow up on DOD (Definition of Done) * Maintaining Project Registry * Uploading the artifacts in Share point. * Doing Billing of various Accounts   DXC Technology is an American multinational corporation that provides information technology services and professional services. It’s headquarter is located in Falls Church, Virginia. DXC has 56,000 has worldwide operations.    **03/2015 to Till 1 Aug 2022 DXC Technology Noida**  **Role- Scheduler (Scheduling)**   * Review the plans and maintain the quality * Integrate the plans * Assisting Project Managers in MPP * Working on Schedule Variance * Assisting the new Project Managers at the time of onboarding in Schedule.   **Role- Project Control Analyst (Reporting)**   * Preparing various reports for different accounts which include the labour hours report, billable hours report, Invoice report and WBS report * Works on different Tools like Performa, RMT (IBM Lotus). * Work on SAP from which all the raw data extracted * SharePoint Management includes the creation of new link and uploads of required documents in the respective folders * Work on MPP which includes all the five phases of the project (Initiation,Planning,Execution, Monitor & Controlling and Close down)   **Role- Project Control Analyst (Finance)**  In Finance, I am responsible to take care of Time and Material (T&M) and Fixed Price Invoicing. Preparing the Manual Reports for different accounts, doing POT LOADS.  **Key Responsibilities:**  **WBS code Management:**   * Creation assistance and validation with proactive monitoring * Account specific WBS template created. * SAP Tool is used to track WBS codes expiry.   **Managing Client Purchase Order:**   * Logging into the PO Tracker Tool –fill all the PO details received. * Tracking PO value and spend until project closure * Load actual invoice copy and PO copies in SharePoint * Chase client for POs directly, if needed   **Master Price Table Maintenance:**   * Define and request Master Price Table set up. * Inform UK Invoicing of the changes in the rates. * Identify common £1 rates and arrange for their rate to be agreed and added to the Master Price Table.     **Rate Card Maintenance:**   * The group rate code changed annually preparing the data and asked the UK Invoicing team to update the Master Price Table.   **Invoicing:**   * T&M Projects, send the billable hours with PO balance to PM’s for their approval. * Then the data send to Invoicing team to raise the draft invoice * Check and validate all the drafts and requesting for the final invoice copy. * Raise the Invoice of Fixed Price projects on the PM’s request. * Upload the invoice copy on the Share point. * Works on different tools like PO Tracker, SAP, Aldea, Sharepoint.   **06/2016 to 03/2018 DXC Technology Noida**    **Role- Quality Analyst**     * Handling the quality related activities that include various Life insurance transactions processed on daily basis and monitor quality check as per the predefined client guidelines. * Handling Quality Audit for across the users and transactions various Functions like New Business, Premium Billing. * Worked with multiple international clients. * Works on Tools Like Cyber Life, Business Intelligence, WMA (Wealth management accelerator), AWD (Automated Work Flow). * Preparing various MIS reports like Warning Report, Life BPS Quality Report and watch List on weekly and Monthly Basis. * Conducts Classroom Trainings on Life Insurances Domain and various reports. * Communicating & Coordinating with The Client via Chat, Emails and calls. * Responsible for Client coordination, training new team members, mentoring through the process work, Conducting Quality Huddles and managing TAT.     **02/2015 to 06/2016 DXC Technology**  **Noida**    **Role- Insurance Analyst**  In my current role in operations, I am responsible to process client’s insurance policies and its settlement which are purchased by the client, the task needs to be completed within the defined SLA timelines agreed for the process.  **Key Responsibilities-**   * Approving or rejecting the partial or full amount based on the screening of the client policy & coverage. * Adjusting premium, loan, or refund amount for the client based on the system generated figure.   **09/2010 to 05/2011 Intex Technologies India Ltd. New Delhi**    Intex Technologies is a 16-year-old organization engaged in manufacturing in IT Hardware, Mobile Phones and Other Electronic devices, headquartered at New Delhi. It has a strong presence in PAN-India presence through its own network of 33 offices and 500+ service points.    **Role: Executive(HR)**    **Key Responsibilities:**   * Maintaining employee’s leave & attendance records. * Working on compensation and employee’s relations. * Employee Retention. * Provide organization effectiveness, guidance & support for employees. * Exit interviews. * Handling employees in exit process. * Providing relieving and experience letters based on their clearance. | |
|  | **07/2009 to 09/2010 Naini Valley School** **Haldwani**  “EVER ON WARD” the basic motto of the school, operation since last 25 years this school has a history of providing quality education. The management comprises of hardcore professional working to improve education methods in the areas.    **Role: Teacher- Junior Section**    **Key Responsibilities:**   * Teaching Math’s from class 1st to 5th (Junior Section) * Preparing Question Papers for Student Valuation. * Maintaining academic records of the students throughout the year. * Assisting students in co-curricular activities. * Organizing and helping in school events.   **10/2006 to 10/2008 Army School Ranikhet**  Army School is established for imparting education to the children of the Indian Armed Forces personnel. It is one of the largest chains of schools in India controlled by the AWES (Army Welfare Education Society).    **Role: Teacher- Junior Section**    **Key Responsibilities:**   * Teaching mathematics from class 1st to 5th (Junior Section) * Preparing question papers for student’s valuation. * Maintaining academic records of the students throughout the year. * Assisting students in co-curricular activities. * Organizing and helping in school events. | |
| **Qualifications**  **Certification** | • Detail-oriented, self-organized, and an eye for process improvements. • Project Reporting – data pulling and organization, ad-hoc reports, data analysis for corrective action (e.g. adjust project forecasts based on actual burn, validate project milestone feasibility, etc.) • Document management (e.g. auditing, filing structure, maintenance, archiving). • A flexible attitude with respect to work assignments and new learning. • Strong ability to manage multiple and varied tasks with enthusiasm and prioritize workload with attention to detail. • Ability to work in a matrix environment and to value the importance of teamwork. • Comprehensive knowledge of relevant software: Windows, PowerPoint, Word, Excel, Outlook. • Expertise with a Project Management system (e.g. PlanView) highly desired. • Experience with Oracle systems (for workflows/approvals) a plus. • Excellent analytical and problem-solving skills. • Strong written and verbal communication.   * PMP * AZ-900 | |
| **Education** | **MBA** | **Finance & HR**, Punjab Technical University year 2010. |
| **M.Com** | Kumaun University, Nainital year 2006. |
| **B.Com** | Kumaun University, Nainital year 2004. |
| **Intermediate** | Shri Guru Teg Bahadur School (C.B.S.E Board) |
| **Highschool** | Shri Guru Teg Bahadur School (C.B.S.E Board) |
| **Other Activities** | Active participation in Caring Souls Foundation (CASOF) | |
| **Skills:** | * **Basic knowledge of Ms excel and Reporting Tools.** * **Proactive, self-starter with a focus to continuous improvement.** * **Multitasking abilities, problem solving skills.** * **Ability to work under pressure and able to meet tight deadlines.** * **In-depth knowledge of the process and standards of business operations.** * **Excellent organizational and time management skills.** | |
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