RESUME

Monica Teresa P No 48 Udhaya Suriyan 2nd street,

Mobile no:7358523735 Sathuma Nagar,

Email:monicateresa90@gmail.com Tiruvottiyur, Chennai-19.

CAREER OBJECTIVE:

To work in a highly challenging environment, that gives plenty of opportunities to learn and also help out to expose my talents and skills.

ACADEMIC CREDENTIALS:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Serial  No. | Institution Name | Course | Year of Completion | Percentage |
| 1. | Ponnusamy Nadar College of Education | B.ed | 2022 | 85 |
| 2. | Stella Maris College | BCA(Bachelor of computer applications) | 2018 | 65 |
| 3. | St.Ursula’s Anglo Indian High School | H.S.C | 2015 | 67 |
| 4. | St.Kevins Anglo Indian High School | S.S.L.C | 2013 | 87 |

TECHNICAL SKILLS:

* SAP(P01)
* Salesforce: (SFDC)
* CPQ-Hybris

PROFESSIONAL EXPERIENCE

Hewlett Packard Enterprise, Chennai | Process Associate

As a contractual from 18/01/2022-till date

* The function consist of the analysis of customer needs and checking the background of the customer eligibility for the payment and payment history.
* Work on dispute challenges, follow-up to ensure PO's are placed on time, there are no past due orders.
* Produced time and cost estimates for change orders.
* Prepared cost analyses, tracked change orders and managed schedules to improve project performance.
* Collected data and information from vendors, sub-contractors and teammates to determine exact costs for all aspects of each project.
* Applications used for validating and preparing manual reports

o SAP(Production-P01)

o Excel Macros

o CPQ - Hybris

o S4 Hana-Fiori.

PROJECT UNDERTAKEN:

TITLE: Online Petition

OBJECTIVE: Sending petition through online by using cryptography method.

MERITS: Only authorized user can be able to access the website.

PERSONAL STRENGTHS:

* Positive Thinking
* Open to any challenging work
* Good learner by observation
* Time management

Extra-Curricular Activities and Hobbies:

* Participated and won shuttle in various competitions at high school level
* Interested in Playing Carrom

PERSONAL DETAILS:

Name: Monica Teresa P

Fathers Name: Perianayaga Doss A

Date of birth:26/08/1997

Sex: Female

Nationality: Indian

Marital Status: Single

Language known: Tamil & English (Read, Write, Speak)

Declaration:

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

Place: Chennai Yours Faithfully

P.Monica Teresa

Date: