

**MISHO DONY B.H**  
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## **SUMMARY:**

- 3.5 years of experience in Procurement, Treasury Settlements, MIS reports, Excel Reports, Pivots, Macros and Office Management
- M.A. Corporate Economics from Madras University in 2014

## **WORK EXPERIENCE**

### **Siemens Technology and Services Pvt. Ltd. (On Deputation)**

#### **Position: Senior Business Administration (Jan 2018 to Sep 2018)**

##### Procurement using SAP

- Verify ordered material codes in SAP against various license categories
- Create purchase order using T-code ME21N
- Sales order processing
- Convert Purchase request to Purchase order after necessary validation
- Changing sales order & Invoicing using T-code VA02

##### Licensing

- Generate VMS licenses for use for equipment by customers
- License activation after receipt of LRQ files

##### Experience in Assist tool

- Handling Inquiries & complaints from customers
- Provide customer support and assistance in issue troubleshooting and resolution

##### Data entry – i-Base tool

- Updating processed license entries in i-Base tool

##### TC Manager

- Training co-coordinator- Course creation, Event creation, get course published in BT academy, participant registration, billing training invoice

##### MIS reports

- Develops MIS reports to allow for smooth operations and easy system maintenance.
- Provide recommendations to update current MIS to improve reporting efficiency and consistency.
- Perform data analysis for generating reports on periodic basis.

##### Web cycle approval

- Clarifying discrepancies between an invoice and the services received.
- Check price deviations.
- Approve invoice after verifying

**Daimler India (On Deputation May 2014 to Mar 2017)****Position: Executive Assistant (Feb 2016 to Mar 2017 in Daimler Financial Services)****Position: Office Manager (May 2014 to Feb 2016 in Daimler Commercial Vehicles)****Executive Assistant / Office Management**

- Provide administrative support for:
  - Chief Operating Officer & Head - Marketing & Sales – Daimler Financial Services
  - GM – Treasury & GM – Retail Finance – Daimler Commercial Vehicles
- Maintain executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, travel and confidential materials
- Welcoming guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Handle information request
- Agenda and Minutes of the Meeting to be noted and circulated
- Maintain tracker on agreed assignments.
- Designed and implemented data management systems
- Liaising with partners, vendors, and clients
- Order and maintain control of assets and inventory for office stationary and equipment

**Treasury Settlements**

- Verify the deals contracted by the Treasury FO in GTS (Treasury System)
- Process Treasury Front Office initiated transactions (Loans, FDs, Interbank transactions)
- Process cross border payments (A1 & A2) for import of payments and services
- Liaise with cash management team on the fund requirements for foreign currency payments
- Liaise with bank to comply with regulatory requirements and for timely completion of transactions
- Handle queries of the subsidiaries to incoming and outgoing amounts, of due and new trades, and of bank account closing amounts.

**EDUCATIONAL QUALIFICATION:**

S.NO	COURSE	INSTITUTION	UNIVRSITY	YEAR
1	M.B.A Shipping & Port Management	Presidency College (Correspondence)	Madras University	2014
2	M.A. Corporate Economics	JBAS college for women's, Teynampet	Madras University	2014
3	B.A. Corporate Economics	WCC College for Women	Madras University	2012

**PERSONAL PROFILE:**

Name : Misho Dony B.H  
Date of Birth : 30 Jul 1992  
Gender : Female  
Languages known : Tamil & English