

RESUME

Amirtha R.
Chennai

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Objective

Desire a challenging and rewarding position in an organization of repute which utilize my real potential while development of my technical and analytical skills.

Professional Experience

Cognizant Technology Solutions

Since Aug 2016 to Till Date

Senior Process Executive – Serve as logistics Executive for the client in supporting various activities to maintain cost effective with quality.

Roles & Responsibilities

- Creating Sundry Invoices for Debit & Credit note for the suppliers & Carriers in SAP.
- Creating the transport orders for the carriers
- Approving the Carriers Freight Cost Claims for demurrage, pallet deviations, Oversize, Speed Up, Rush Transport, etc...,
- Working closely with the Freight Cost Management Team for freight cost billing errors
- Updating the Master data management file on daily basis.
- Booking Goods Receipt Note for the plants.
- Responsible for creating the tickets for the suppliers/ Carriers regarding tools and other access related issues
- Updating the status of the vessel name, voyage number, ETA, ETD, carrier name in the transport management system
- Holding or releasing car from the admin setup in transport management system
- Creating a SharePoint tickets for the issue that are related to the delivery of goods or damaged goods and assigning those tickets to the relevant departments
- Acted as a service desk for the technical related issues which is raised by the supplier and internal team members in service now tickets
- Responsible for preparing the Weekly and Monthly deck
- Cascading CAPA sheet to the team to know the route cause and action plan for the accuracy issues
- To prepare the daily utilization report and share it to the internal management
- Responsible to allocate the works to the Team Members
- Weekly & Monthly call with the Onshore on the volume, utilization, etc.,

Key Competencies

- SAP
- Citrix
- Service Now
- S4 HANA
- SRM
- INET
- TMS

Vendor master

- Auditing the bank details updated in vendor master system and releases the same to proceed for payment run.

O2C process

- Worked on daily day to day activities of O2C process.
- Processing of customer invoice & credit note based on request from customer.
- Generic box handling & query solving.
- Train new joiners and associates on process.
- Cascading CAPA sheet to the team to know the route cause and action plan for the accuracy issues

Soft Skills

- MS office 2010-2018
- Operating Systems Windows 7, 8.1, 10

Area of Interest

SCM Drivers – Shipment Tracking, Order management, Documentation, Procurement, Inbound & outbound logistics, Inventory management, Warehousing.

Education

Bachelor of commerce in madras university (B.com), Chennai, accomplished in First-class (70%).

12th Standard from KRC, ARC girl's higher secondary school, Chennai, Year of passing 2013, accomplished in Second Class (59%).

10th Standard from KRC, ARC girl's higher secondary school, Chennai, Year of passing 2011, accomplished in First Class (68%).

Strengths & Personal traits:

- Good communicator with building relationship & interpersonal skills; analytical, problem solving and organizational abilities; process flexibilities.
- Good Team Player,
- Strong interpersonal skills and excellent communicator
- Quick learner and Flexible to the business needs

Achievements in Corporate

- Won Extra miler award for the year 2017.
- Received Appreciation certificates from client.
- Appreciation received for supported the team to avoiding Potential and Operational Loss.

Personal Details

Date of birth : 09th OCT 1996

Gender : Female

Marital status : Single

Address : No. 43/19, G3, Adhithya plaza, Old township road, Venkatapuram, Ambattur.
Chennai - 600053

Nationality : Indian

Known languages: English, Tamil and Malayalam.

DECLARATION

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

Place: Chennai

yours sincerely,