

Lakshmi Kantha E

J9 2nd floor, Govindan Nagar 1st Street

Palavakkam Chennai 600041

Cell No. +91 9841143632; **Email ID:** lakkan30@gmail.com

OBJECTIVE

Be a Part of a Progressive Organization which gives me an Opportunity to utilize my Skills and Experience gained over years providing value addition, contributing to the organization and enhance my skills to meet the requirements of the client and Personal development.

PROFILE SUMMARY

Project Management Office professional with over 7.8 years of experience in Operations with Cognizant Technology Solutions.

Coordinator - PMOSS from November 2013 to June 2015

Sr.Coordinator – PMOSS from July 2015 to June 2018

Junior Executive - PMOSS from July 2018 Till Now

WORK EXPERIENCE

- Coordinate with the Project/Delivery/Account managers in carrying out all project activities.
- Have handled Contract to Cash process, that includes
 - Project Creation
 - Contract Creation
 - Invoice Generation
 - AR Mapping
- Updates invoice status regularly and share periodical status to leads
- Resource onboarding and offboarding as per client requirement.
- Maintaining resource cost sheet and validating the headcount for the billable resources

- Auditing between billable resource and allocated resources in ESA to reduce the NBL from the account
- remainders to the resources for the time sheet submission
- Will maintain the resource details based on signed contracts for billing purpose
- Submitting invoices to client on time in client portal
- Ensuring the Account receivables reports are delivered within TAT with 100% quality to the regulators and stakeholders which includes
 - Outstanding invoices for payment
 - Pending contracts for signoff
 - Purchase orders pending for signed contracts
- Have prepared the Dashboard and publish to Leadership based on the requirement.
- Onboarding process which includes Demand creation and cancellation, BGV, Annex-D, Seat Mapping, granting access
- Create and maintain BCP details for each resource.
- Collecting SLA's from the project team to forecast to the Account team.
- ODC register verification and access analysis.

KEY SKILLS

- Strong communication
- Results-Oriented
- Quick Learner
- Client-Focused
- Reports generation and strong analytical skills
- File/records maintenance and documentation
- Training and development
- MS - Office (Excel, Access, PPT, Word)

TRAINING ATTENDED

- Green belt training

ACHIEVEMENTS

- Established good working relationships with customers/clients.
- Have initiated and implemented process improvements in the BAU, which includes saving team utilization and reduction of errors.
- Awarded as best performer for several quarters as well as the icon award.

EDUCATIONAL QUALIFICATION

- **MBA Financial Management (Distance Education) – 2012 -2014**
University of Madras - Chennai, Tamil Nadu, India 60%
- **Bcom (Bachelor of Commerce) - 2009-2012** 68%
Quid-e-millath Government College for women –Mount Road, Chennai, Tamil Nadu, India
- **H.S.C.: Commerce - 2008-2009** 74%
The children garden higher secondary school - Chennai, Tamil Nadu, India
- **S.S.L.C. - 2006-2007** 69%
N K Thirumalachariyar Higher secondary school- Chennai, Tamil Nadu, India

LANGUAGES KNOWN

- **Tamil:** (read, write and speak well)
- **English:** (read, write and speak well)

PERSONAL PROFILE

- **Name** : Lakshmi Kantha E
- **Father's Name** : Elumalai M
- **Date of Birth** : 30th May 1992
- **Marital Status** : Married

- **Nationality** : Indian
- **Email Address** : lakkan30@gmail.com
- **Mobile Number** : +91 9841143632

DECLARATION

I hereby declare that all the information furnished above are true and genuine to the best of my knowledge.

Place: CHENNAI

Date:

Yours Faithfully,

(Lakshmi Kantha. E)