

Vignesh Venkataraman

Admin Executive

To join a challenging and stimulating work environment where my current knowledge can be applied to real world problems and to expand my technical & non-technical skills up to-date with an organization.



✉ vicks2181991@gmail.com

☎ 9940333638 / 7010859955

📍 Chennai

📅 21 August, 1991

WORK EXPERIENCE

Admin Executive

Compass India Support Services Pvt. Ltd @
Cognizant Technology Solutions India Pvt. Ltd.

04/2015 - Present

MEPZ, Chennai

Facility Management

- MIS - Management Information System for all vertical reports and dashboards coming under Compass Group.
- Demand Notice Payments through Catalyst and Ariba.
- Handling E&Y Queries for payment processing.
- Step by step process and ideas given to create an application for technical team on the booking of seats. - Under Progress.
- Conversion of workspace area into an Agile or Scrum environment for the teams to work together and encourage workers to move freely around the office.
- Client workspace management for ODC and Non ODC.
- Project migrations from one location to another location and within same facility for them to utilize and maintain a ODC utilization without any cost impact.
- Extending the support during BCP situations to avoid business impact.
- Weekly, Monthly & Yearly Dashboard reports for Client Presentation through MS Office (PPT & Excel).

EDUCATION

B.E. Computer Science & Engineering

Rajalakshmi Engineering College

2009 - 2021

Chennai, India

High School

Hoffman Estates High School

2007 - 2009

Illinois, USA / GPA: 3.16/4.00

SKILLS

Team Work



Responsibile



Well Organized



Computer & Internet Skills



Adaptability



MS Office



Adobe Photoshop / Illustrator



ACHIEVEMENTS

Conversion of Agile / Scrum Workplace Area (2019)

An entire floor has been converted as an Agile area for a Client Visit with in a months time. Appreciation received.

Completion of Government Payments (2020 - Present)

Completion of SEZ Zone payments without any penalty for Lease, Water, Electricity and Property Tax.

LANGUAGES

Tamil



English



INTERESTS

Cricket

Basketball

Soccer

Nature Lover

Music - Listening

Movies

PC Games

Photography

Technology