



SNEHA R R

IT PROFESSIONAL

PROFILE

- I am a keen, hard working, reliable and excellent time keeper. I am a bright and receptive person, able to communicate well with people at all levels.

WORK EXPERIENCE

- **SUTHERLAND GLOBAL SERVICE PVT LTD *Amazon -AWS***
ASSOCIATE -CS-INTERNET MAY 2022 - JUNE 2024
 - Worked flexible hours across night, weekends & holiday shifts.
 - Adjustpayments for the employees during the leave.
 - Processing missing payments and checking for overpayments.
 - Referring payments through ADP Portal for USA employess and correcting the payments.
- **RANDSTAD INDIA PVT LTD**
ASSOCIATE MARCH 2022 - SEP 2022
 - Verifying the Mexican & USA employees documents.
 - Correcting if there is any changes in people portal tool compared to the employee's documents.
- **ANGADI SUPER MARKET**
PURCHASE DATA ENTRY EXECUTIVE MAY 2021 - OCT 2021
 - Entering the purachased product details, Supplier details and account data from source documents with time limits.
 - Filing manual bills and documents as per the year, date and month
 - Verifies entered account data by reviewing, correcting, deleting, or reentering data.
- **EXL - Infopark (Cochin)**
COMPLAINT & APPEAL ANALYST JAN 2020 - MARCH 2021
 - Handling Medical documents of different clients
 - Reviewing and Rectifying if there is any changes in documents & send it to the respective teams.
 - Fill up the documents & Cross check the customer details.
- **HAIL MALL HYPERMARKET**
PURCHASE DATA ENTRY EXECUTIVE AUG 2017- AUG 2018
- **BIPHA AYURVEDA -COCHIN INTERNATIONAL AIRPORT**
RETAIL SALES EXECUTIVE JAN 2017- JULY 2017
 - Promoting products and services to clients.
 - Anwering their queries, offering advice and introducing new products.

REFERENCE

Ganeshan Thangaraj
Sr. Associate Manager
Phone: +91 9498076101
Sutherland global service

CONTACT

- 8111870689
- Sneharraj580@gmail.com
- Karthika Kovoov
Palayamkunnu P.O Varkala

EDUCATION

- 2019-2020**
ANNAMALAI UNIVERSITY
 - M. B. A : E-business
- 2014-2016**
KERALA UNIVERSITY
 - B. Com : Co-operation
- 2012-2013**
G. H. S. S PALAYAMKUNNU
 - Plus Two
- 2011**
G. H. S. S PALAYAMKUNNU
 - S. S. L. C

SKILLS

- Good Typing Speed (35+WPM)
- Basic M. S Excel & Word knowledge

LANGUAGES

- ENGLISH
- MALAYALAM
- HINDI