



**KAMALAKANNAN.R**

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**Experience Summary**

- 1) 8+years of experience in Information Technology.
- 2) Worked as Quality Analyst, Delivery Assurance Facilitator, Test Lead and Test Manager in TCS
- 3) Worked as Manager Administration, managing the entire affairs of a trust (GGSIES, Unit of IQF) which includes approx. 73 acres of plantations (coffee, ginger, pepper, vegetables, bee keeping, dairy farm and fish farm) and School infrastructure projects.

**Education:**

Course	Specialization	University / Institution	Year
Bachelor of Engineering	Electronics & Communication	Periyar University	2002

**Employment Summary:**

Employer	From	To
Tata Consultancy Services Limited	October 2006	Jan 2015
GGSIES -A Unit of IQF	June 2017	Jan 2022

**Computers Worked On:**

Computer system	Programming Language /Technologies/DB	Special Software
Windows 9X, XP, Vista,Win7	Unix, SQL,Oracle forms & Reports,Oracle DB ,Oracle SQL Developer	Jammy SOAP UI Load UI Mercury QC, Sql Tools, Smart Test

### Professional Memberships / Certifications:

Professional Society / Certification
Undergone TNAU & Kothari Agricultural Management Centre – Certificate course on Tea Cultivation and Tea Factory Manufacturing Techniques -secured 92%
Attended sevens day crash course on Tea Tasting, Tea Blending, Tea Manufacturing, Tea Marketing & Tea Packaging by Tea Academy .Coimbatore
ISTQB Certified Tester
ITIL V.3 Foundation
Mercury QC & QTP Level 1

### Experience Summary:

<b>Client Name</b>	GGSIES -A unit of IQF & Har Mandir School
<b>Period</b>	June 2017 to Jan 2022
<b>Position</b>	Manager Administration
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• <b>Facility Management:</b> Oversee the maintenance, security, and cleanliness of the office premises and facilities. Coordinate repairs, renovations, and maintenance activities to ensure a safe and comfortable work environment.</li><li>• <b>Vendor Management:</b> Manage relationships with vendors, suppliers, and service providers to ensure timely delivery of goods and services. Negotiate contracts, evaluate vendor performance, and maintain vendor records.</li><li>• <b>Office Operations:</b> Supervise administrative staff, including receptionists and office assistants, to ensure smooth daily operations. Develop and implement office policies and procedures to enhance efficiency.</li><li>• <b>Inventory and Supplies:</b> Manage office supplies and inventory, ensuring adequate stock levels and cost-effective procurement. Monitor usage patterns and optimize supply management processes.</li><li>• <b>Employee Support:</b> Provide assistance to employees on administrative matters, including travel arrangements, office space allocation, and facilities requests. Address employee queries and concerns related to office operations.</li><li>• <b>Budgeting and Expense Management:</b> Assist in preparing and managing the administration budget, tracking expenses, and ensuring cost-effectiveness. Recommend cost-saving measures without compromising quality.</li><li>• <b>Health and Safety Compliance:</b> Ensure compliance with health and safety regulations and implement measures to create a safe working environment. Conduct regular safety audits and training sessions.</li><li>• <b>Event Coordination:</b> Plan and coordinate company events, meetings, and conferences, including logistics, catering, and accommodations.</li><li>• <b>Cross-Functional Collaboration:</b> Collaborate with various departments, including HR, Finance, and Operations, to support organizational needs and initiatives.</li></ul>

	<ul style="list-style-type: none"> <li>• <b>Continuous Improvement:</b> Identify opportunities to streamline administrative processes and enhance office operations. Liaoning with all government departments for getting approvals for the School.</li> <li>• Reviewing vouchers and ensuring the staff is not crossing the budget &amp; in line with the policy</li> <li>• Create and update records and databases with personnel, financial and other data.</li> <li>• Coordinate different activities as per the instructions from management.</li> <li>• Attend meetings as instructed by the management.</li> <li>• Prepare all reports in time and submit to management as instructed.</li> <li>• Certification and payments to contractors after due inspections.</li> </ul> <p style="text-align: center;"><b>Estate Plantation Work:</b></p> <ul style="list-style-type: none"> <li>• Checking daily check roll.</li> <li>• Arranging workers for estate projects and handling all issues related to them.</li> <li>• Allocating work to the workers and monitoring their performance on daily basis based on tasks given to them.</li> <li>• Arranging and purchasing chemicals, fertilizers, tools etc.</li> <li>• Pests and Disease management of the plantation.</li> <li>• Managing the accounts of plantation including handing employees' payments.</li> <li>• Arranging workers for dairy farm and handling the account.</li> <li>• Liaoning with all government departments for getting approvals for the Plantations.</li> <li>• Maintaining and checking all the estate related documents (RTC, Sketch, Akar dhandhi).</li> <li>• Preparing and sending weekly and monthly reports to Head office.</li> <li>• Arranging Vet doctor visits to dairy farm and checking all maintaining all connected documents such as insurance papers, renewals etc.</li> <li>• Handling all sales of dairy products.</li> <li>• Certification and payments to contractors after due inspections.</li> <li>• Attending to routine maintenance works of the estate.</li> <li>• Taking care of all the ponds and ensure that fish feed is given properly.</li> <li>• Maintaining and checking all the bee keeping activities.</li> </ul>
<b>Existing Projects</b>	<ul style="list-style-type: none"> <li>• Har Mandir School</li> <li>• Dairy Farm</li> <li>• Bee Keeping</li> <li>• Plantation (Coffee, Pepper, Ginger, Vegetables etc)</li> <li>• Fish Farming</li> </ul>
<b>Future Projects</b>	<ul style="list-style-type: none"> <li>• New Play Area</li> <li>• New Hostel Facility</li> </ul>
<b>Location</b>	Madikeri

<b>Client Name</b>	<b>Tata Consultancy Services Limited:</b> (Ascena Retail, Michaels, British Airways, Marks and Spencer ,Process Excellence Group & Bank of America )
<b>Project Title</b>	E-commerce Testing
<b>Period</b>	Oct 2006 to Jan 2015
<b>Position</b>	Test Lead / Test Manager
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Involved Requirement Review with Development Team &amp; BA.</li> <li>Preparing Test Strategy &amp; System Test Plan.</li> <li>Preparing Test Scenario/Creation and Execution of Test Cases.</li> <li>Contribute effectively in System Test cases reviews.</li> <li>Performed various black box testing methodologies such as Functional and Regression Testing.</li> <li>Responsible for creating Customer Order, Tracking Customer order status in OMS, Return order &amp; Do the Fulfilment with WMS.</li> <li>Performed Integration and End to End System testing which involves RMS, ATG, OMS &amp; WMS.</li> <li>Detecting bugs and classifying them based on severity.</li> <li>Using Quality Center 10.0 for Defect Management.</li> <li>Preparing Test Summary Report.</li> <li>Involved Stand up meeting with Onsite Team on a daily basis</li> <li>Support to UAT Testing Team.</li> <li>Independently establishes effective relationships with Up/Down Stream Applications teams.</li> </ul>
<b>Project</b>	<p>Ascena Retail Group, Inc. (NASDAQ – ASNA), is a leading national specialty retailer of apparel for women and teen girls. The Company operates through its subsidiaries over 3,800 stores throughout the US and Canada, with annualized revenues of over \$4.5 billion.</p> <p>Ascena is implementing an integrated ATG-eCommerce Platform across all Ascena Brands that leverages the Oracle ATG software application (the “ATG Platform”) for creating and defining the sites, data, and content that drives customer experiences.</p> <p>The ATG Platform will provide to Ascena and its brands the following capabilities: i)creating and managing multi-site and multichannel infrastructures, (ii) content creation, (iii) collection of session data, (iv) management of the product catalog, (v) pricing, (vi) creation of promotions and offerings, (vii) processing of transactions, (viii) management of customer profiles and segments, and (ix) creation of personalization strategies, thereby increasing productivity.</p> <p>And integration testing of RMS,ATG ,OMS, WMS and other 15 third party systems.</p>
<b>Environment</b>	<p>Technologies used : Oracle ATG Ecommerce Platform, Oracle BCC, Manhattan OMS &amp; WMS</p> <p>Testing tools : ALM</p> <p>Others : Oracle database, Oracle sql developer</p>
<b>Project Location</b>	Chennai

**Personal Details:**

<b>Date of Birth</b>	11/03/1980
<b>Sex</b>	Male
<b>Nationality</b>	INDIAN
<b>Location</b>	Coonoor, Kasholai

**References:**

- 1) Mr. Srinivas Mahadev  
Managing Director, GGSIES South Division,  
Mobile- 9820789686
  
- 2) Mr.R. UmaShankar  
General Manager, Lifetime Agroland Pvt Ltd,  
Peermade, Kerala  
Moile-9443047566