

LEELA NATARAJ VARASALA

Near 42 29A St,

AL Karama – Dubai – United Arab Emirates,

500001.

Mobile no: +971 568169401

Email: nataraj.varasala26@gmail.com



CAREER OBJECTIVE

To be part of a team where process of learning never ends and every day is a challenge to learn, perform and delivered dynamically towards the growth of the organization in line, in accordance with the latest trends.

EDUCATION QUALIFICATIONS

- Bachelor of Business Management (B.B.M) from V.S.L Degree College, Kakinada
, Adikavi Nannaya University
- Board Higher Secondary certificate Vidyanidhi Junior College, Amalapuram, Andhra Pradesh
Course C.E.C
- Board Secondary School Leaving Certificate S.S.R.Z.P. High School, Bhimanapalli, Andhra Pradesh.

PROFESSIONAL EXPERIENCE

Organization : Gray Cube Software Solutions India Pvt. Ltd, Hyderabad.

Designation : Senior process associate

Environment : SAP & CITRIX

Application Packages : MS-Office (Excel, Word, Outlook & PowerPoint)

Duration : OCT 2019 – JUNE 2022

JOB RESPONSIBILITIES

Logistics Analysis Reports generation - the below analysis is done on monthly and daily basis as per the client requirement with data extracted from SAP

- Responsible for converting purchase requisition into purchase order
- Master creation for Truck type, Route and Transport vendor
- Truck utilization and efficiency Analysis
- Distance travelled analysis report
- Truck Space Utilization Analysis

- Tracking day by day request without SLA failure and maintain the APO and customer Tracker

SKILLS

- Ability to learn new assignments quickly and flexible to the project with multiple tasks
- Extensively involved in projects, Interacting with Clients and understanding the business requirements and fulfilling the needs of customers
- Suggesting process improvements, enhancements and providing efficient service to customers
- Creating a positive & participative work environment to promote team efforts and facilitating team members together to achieve team goals
- Co-coordinating between different departments for any issue among team members

PROFESSIONAL EXPERIENCE

Client : Unilever Limited –Unilever Group

Organization : Capgemini Technology Services India Limited, Chennai.

Designation : Senior process associate

Environment : SAP

Duration : JULY 2018 – SEP 2019

- Check if the product needs the country legislative before launching into the market.
- Working at CUC code level on personal and home care products.
- Handling various clients.
- Analysing the BOM details, if needed uploading fragrance in SAP and run the rules based on the region.
- Sharing the SAP output file with Clint for their approval and create SDS based on their confirmation.
- Storing the created SDS in Clint Share Point, informing requestor about the Request status.
- Respond and resolving the issues a timely manner and also connecting the calls with Clint for better solutions.
- Supporting the other Projects to achieve the target with in SLA.

PROFESSIONAL EXPERIENCE

Client : TNT EXPRESS an international courier delivery express company

Organization : Accenture Service Private Limited, Chennai.

Designation : Process Associate

Environment : ODE & CITRIX

Application Packages : MS-Office (Excel, Word, Outlook & PowerPoint)

Duration : AUGUST 2016 – MARCH 2018

JOB RESPONSIBILITIES

AWB CONSIGNMENTS PROCESSING DAILY BASIS AS PER THE CLIENT REQUIREMENT WITH OPERATIONAL DATA ENTRY FROM Kofax.

- Handled the team in absence of the TL and preparing daily reports. Also responsible for work allocation, preparing training plans, maintaining attendance tracker, Issue tracker, client interaction via e-mails and calls.
- Integration of process knowledge and updates to the team
- Supporting management for all internal, external and client audits
- Had taken additional responsibilities such as Quality management, tracking team's performance, providing MOM Report, conducting team huddles, Meetings, tracking and training the team in process updates and procedures.
- Apart from operations, also have done the remote KT for few processes.
- Played a role of quality auditor and produced an accuracy of 99% and above against the SLA of 98%.
- Highly adaptable and flexible to work in rotational shifts in various environment and under pressure.

ACHIEVEMENTS AND ACTIVITIES

- Awarded employee of the month for successfully implementing payments transitioned process in short period of time.
- Quarterly Awarded employee for the months of April to June for process Excellence
- Actively participated in Team Coordinating to build and support Internal Team.
- Have received many appreciations and accolades from clients for excellent performance

Personal Information

Father's name : V. Satyanarayana
Date of birth : 26.06.1994
Marital status : Single
Languages known : English, Telugu, Tamil
Mobile : +971 568169401
Nationality : Indian
Address : Near 42 29A St, AL Karama – Dubai – United Arab Emirates, 500001.

Declaration: I hereby declare that all the details furnished above are true to the best of my knowledge.

Place : AL Karama, Dubai

Date :

V.L.Nataraj.