SARANYA BHASKAR

OPERATIONS OFFICER

Resourceful and determined Operations Officer skilled in data analysis, advanced excel, operations coordination. IT software and hardware knowledge. Committed to working collaboratively with other team members to ensure the smooth running of the company. Now seeking to utilize my knowledge of and experience in data analysis and operations to contribute to the success of a progressive organization.

PERSONAL DETAILS

Mobile No	+971 552953197
Email ID	saranyav4u@gmail.com
Address	Vishnukripa Thalassery Kannur, Kerala
Nationality	Indian
D.O.B	07-09-1988
Marital Status	Married

ACADEMIC CREDENTIALS

2009-2013 — **MASTER'S IN COMPUTER APPLICATION**
Kannur University, Kerala

2006-2009 — **DEGREE IN COMPUTER SCIENCE**
Pondicherry University, India

COMPUTER PROFICIENCY

- Advanced Excel
- Outlook
- Troubleshooting
- Data analysis
- Technical and software knowledge

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

PASSPORT DETAILS

Passport No	N 2660802
Date of Issue	14/09/2015
Date of Expiry	13/09/2025
Place of Issue	Kozhikode

KEY SKILLS

- Network Design
- Data Analysis
- Troubleshooting
- Network Equipment
- Analytical Skills
- Data Engineering
- Data Processing
- Data Quality
- Communication
- Resources Management
- Network Administration
- Relational Databases

EXPERIENCES

❖ **OPERATIONS OFFICER June 2023 to Present**
Only Click Delivery Services , Al Mamzar, Deira, Dubai

- Extracting data from dashboard and preparing performance report for riders daily and monthly.
- Handling email and calls from business partners and follow-ups.
- Overall coordination of rider operations.
- Communicating with business partners operation team and coordinating accordingly.
- Onboarding new fleets.
- Analysis of rider data.
- Tracking of performance of riders in live rosters.

NETWORK DESIGNER   2022 April 2023
(Remote work) Freelance

KEY RESPONSIBILITIES

- Knowledge in GIS Tools - IQGEO, QGIS
- Design change handling and redesign of the network
- Experienced in design quality check and modifications.
- Strong knowledge of network design policies.
- Coordinated with site surveyor to derive the cost-efficient design solutions.
- Healthy discussions with surveyor on the changes provided in the initial design.
- PIA network understanding
- Coordinating computer network access and use.
- Designing, configuring, and testing networking software, computer hardware, and operating system software.
- Conferring with network users about solving existing system problems.
- Operating master consoles to monitor the performance of networks and computer systems.
- Replacing faulty network hardware components when required.

❖ **RESEARCH DATA ENTRY OPERATOR 2017-2022**
Malabar Cancer Centre Kannur Hematology Cancer Consortium

- Gathering, collating, and preparing documents, materials, and information for data entry.
- Conducting research to obtain information for incomplete documents and materials
- Enter data in HCC-A electronic database real time.
- To ensure timely completion of data entry as assigned by the HCC-A and the Principal Investigator (PI)/COI at the participating center.
- Enrol new patient to Clinical Researches.
- Assist PI in consenting and maintain a copy of consent forms for coordinate appropriate sample collection, transfer of samples, report collection and entry in the database.
- all the enrolled patients.
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❖ **DATA PROCESSING ENGINEER 2013-2015**
Morgan Mckinley Services, India

- Conceptualizing and generating infrastructure that allows big data to be accessed and analyzed.
- Data Analysis Data Analysis Acquisitions, Updating and de duping process in CRM, Bullhorn
- CV Processing
- Acquiring contact details of clients and companies from web using social media like LinkedIn, company websites etc.
- Adding new candidates to CRM o Updating database
- Detecting and correcting errors in your work.
- Reformulating existing frameworks to optimize their functioning.

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

SARANYA BHASKAR