



SUDHANTHIRA PRIYA PONRAJ

Summary

A result oriented professional having 3 years of experience. To work in an environment that promotes teamwork, motivation, leadership and organizational skills; to perform the best at work by setting measurable goals and achieving targets. An Experienced, practical and forward-thinking individual who has a thorough understanding of how the Facility management and soft service works.

TOTAL EXPERIENCE: **3 Years**

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EXPERIENCE

Dec 2019 – Present

Supply planner – Engagement: **Philip Morris International group of companies** Senior Associate – Capgemini – Chennai- Tamil Nadu.

July 2018 – Nov 2019

Master data management – Engagement: **World's No.1 Bottling and coco cola Beverages Company** Associate – Order to cash (Cash Application, Bank Reconciliation, procure to pay and master data management) – Capgemini – Chennai- Tamil Nadu.

Technical Expertise:

- Proficient using SAP application.
- E2PR tool
- E2Open
- E2CDM application
- Advance Excel
- MS Office
- Type writing (Lower)
- E2CDM Tool (Channel data Management)

Professional Summary:

- Good Knowledge on Accounts receivables and cash application, credit investigation in order to cash management.
- Comprehensive problem-solving abilities, excellent analytical and communication skills.

INTERNSHIP / TRAINING:

Have gone through internship training at INDIAN BANK (Nesapakkam Branch) for a period of six weeks and gained basic knowledge about the banking system.

SCOPE OF BANKING TRAINING:

- Cheque clearance – RTGS, NEFT
- ATM (Automated teller machine) / Debit card – process of obtaining debit card, lost card
 - Complaints and pin change
- Account opening – Procedures
- Loans - Forms and procedures to be followed to obtain loan and complete loan management process

Professional Experience:

Capgemini Business Pvt Ltd
Associate (July '18 – July '19)
Master Data Management (DZC Process)

Roles and Responsibility

- Preparing and analyzing SLA reports by using Excel to exhibit trends.
- Processing Equipment Install, Removal, Swap through SAP on daily basis.
- Creating and Reviewing SOP of assigned process.
- Customer query handling – to do customer requirement & modifications in their accounts.
- Customer Credit limit – to check the customer previous invoices/request and approve their availability.
- Collection issues – checking customers' accounts and find the collection issues to handle them.
- Ensure that high level of customer services and manage different customers situation - escalation matrix and complaints matrix.
- Handling client calls and reporting analysis
- Trainings conducted to new joiners on the process orientation.
- Enter client's payments onto the system daily.
- Work proactively with other departments in identifying and resolving accounts receivable related issues.
- Initiated the idea of automation for repeated manual works and successfully implemented the macro.
- Identify duplicate credits and revamping the merchandise-return authorization process.

Capgemini Business Pvt Ltd
Process Associate (July '19- 'July 20)

Supply chain Management:
Reporting:

Roles and Responsibility (Reporting)

- Handling client calls and Processing Reports based on their Request.
- Having experienced in E2PR tool and SAP.
- Planning, implementing and monitoring overall supply chain strategy.
- Maximize efficiency and productivity.
- Suggest solutions for process improvement.
- Train and evaluate others.
- Build and maintaining good relationship with clients.
- Good time management skills.

Downstream Visibility: Inventory Planning
Senior Associate (Aug '20 - Present) Inventory Reporting and Downstream Visibility

Roles and Responsibility (Downstream Visibility)

- Extracting daily Inventory and stock data from SAP.
- Ensuring all the partners have shared the data on daily basis.
- Well knowledge on E2CDM Feed management.
- Feed management corrections
- Prepared 17 markets Inventory and sales report on daily basis and uploaded before the cut off time.
- Had direct interaction with clients and supported to clear the exceptions in their reports.
- Partners Location upload in Master Data management.
- Performed MDG location Bulk upload around 10 markets.
- Supported in Exception handling in E2CDM (Channel data management) application.
- Follow up with partner on regular basis to resolve the open issues in the files submitted in E2CDM application through Email.

Educational Qualification:

QUALIFICATION	INSTITUTION	BOARD / UNIVERSITY	YEAR OF COMPLETION	PERCENTAGE
B. Com Banking Management	Meenakshi College for Women, Chennai	Autonomous Affiliated To University of Madras	2015-2018	81.2%
Higher Secondary	St. Paul's Matriculation Higher Secondary School, Chennai	Matriculation	2014-2015	96.8%
SSLC	St. Paul's Matriculation Higher Secondary School, Chennai	Matriculation	2012-2013	98%

Personal Details:

Name: Sudhanthira Priya Ponraj

Father's Name: Ponraj. M

Date of Birth: 15th August 1997

Address: No: 30, 2nd cross street, Lakshmi nagar, Porur, Chennai - 600116

Current Company: Capgemini

Current Employer: Mohan

Designation: Senior Process associate

- **Sudhanthira Priya Ponraj**

