MONIKA

monika.kandasamy@gmail.com

+91 9566101965

**EXPERIENCE:**

Worked as Junior Executive in **Cognizant Technology Solution** in Chennai**,** fromMay 2010 to July 2016.

* Professional with 6+ years of experience in Cognizant Technology Solutions as a Junior Executive, Workforce & Vendor Management Analyst and in US Retirement Services across diverse projects
* Specialist in Microsoft Office (Excel, Word, PPT, Database), Learner in Visio & Excel Macro
* Conducted Training Sessions on Excel and process flow in the team
* Made the Associates as a master in the process by conducted the Training sessions
* Submitted a project on Excel Macro and got Lean certification

**Education:**

B.Com (85%) from SEETHALAKSHMI RAMASWAMI COLLEGE, Trichy in 2010.

12th (86%) from SAVITRI VIDHYA SALA, Trichy in 2007.

10th (81%) form SAVITRI VIDHYA SALA, Trichy in 2005.

**Computer Skills:**

* Operating Systems: Windows Family & Linux
* Packages: MS-Office, Tally 9

**Other Skils:**

* Type writing: English and Tamil (Lower).
* Hindi: Prathamic and Madhyama.

**Personal skills:**

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| --- | --- |
| * Creative Team Leadership
* Research skills
* Reporting and Analysis
* Documentation
 | * Positive Attitude
* Adaptability of new things
* Flexibility
* Presentation
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**Personal Information**

 Name : Monika.K

 Date of Birth : 28-09-1989.

 Father’s name : Kandasamy.V

 Sex : Female

 Marital Status : Married

 Languages Known : English, Tamil

 Nationality : Indian

 Permanent Address : 12/40, Middle street, Krishnapuram, Trichy-620008