SATHISH T

**Details**

**Mobile** : **8939579359**

**@Mail id:** **sathish2010ecs@gmail.com**

**Links**

[Linkedin](http://www.linkedin.com/in/sathish-thanigavel-abb566118)

**Skills**

* Python
* MS Office (Excel, Word, Power point)
* Tableau
* SQL
* R
* SPSS
* Data Analysis
* Excel
* Data review
* Software management
* Python

**Languages**

* Tamil
* English

**Profile**

Self-motivated Data Management with 2 years of experience in warehouse data management. Collaborates effectively with multi-functional roles to identify and leverage areas for improvement in data systems. Bringing comprehensive understanding of warehouse operations and documentation needs. and Effective at supporting team needs with high-quality code, subject matter expertise and collaboration skills. Skilled programmer and complex problem-solver experienced in data analytics and report writing. and Seasoned MIS Executive with 3 dedicated years planning, creating and managing secure information systems. Proactively monitors data retention practices to comply with organizational and regulatory mandates. Oversees IT operations team and determines critical decisions covering computer system plan, design, development and evaluation. Detail-oriented supervision over management information system training, onboarding and operation.

**Employment History**

**Technical Support & Data Analyst at SRM University, Chennai**

 October 2017  –  Till now

* Completed quality reviews for designs, codes, test plans and documentation methods.
* Prepared functional and technical documentation data for warehouses.
* Performed systems and data analysis using variety of computer languages and procedures.
* Maintained excellent attendance record, consistently arriving to work on time.
* Coordinated statistical data analysis, design, and information flow.
* Participated in requirements meetings and data mapping sessions to understand business needs.
* Developed database objects, including tables, views and materialized views using SQL.
* Used **Tableau** to enter data into project database and provided updates on Excel basis.
* Corrected any data entry error to prevent later issues such as duplication or data degradation.
* Performed system analysis, documentation, testing, implementation and user support for platform transitions.
* Identified and documented detailed business rules and use cases based on requirements analysis.
* Documented business workflows for stakeholder review.
* Processed and scanned physical research materials, uploading documents to NFHS-5 client's FTP (File Transfer Protocol) server.
* Managed respondent outreach to confirm participation via phone and email contact.
* Completed spreadsheets on specific data tracking vectors for upload to central project database.
* Participated in project status update meetings, keeping stakeholders apprised of ongoing data collection efforts and preliminary results.
* Developed macros, special formulas and other actions to produce reliable and consistent statistical reviews.
* Collected and recorded data at various field sites for later assessment and data analysis.
* Prepared relevant SRM documents in conformance with Safety Management System Using ERP Tool (SMS) order

**Associate at HCL (Collabera clients**)**, Chennai**

July 2016  –  July 2017

* ((Collabera clients) Created Device Master Record (DMR) for Medical Products by using our client database, Baxter Product Lifecycle Management, and DOORS tool.
* Also I was responsible for implementing the created DMRs in client database in electronic format (eBOM creation).
* EBOM creation was a critical task which could affect the manufacturing plants all over the world, but we worked collaboratively as a team and completed it successfully.
* And also Preparing MIS report in Excel.
* Performed system analysis, documentation, testing, implementation and user support for platform transitions.
* Produced monthly MIS reports using advanced Excel spreadsheet functions.
* Corrected any data entry error to prevent later issues such as duplication or data degradation.
* Recommended data standardization and usage to ensure data integrity.
* Identified and documented detailed business rules and use cases based on requirements analysis.
* Transformed project data requirements into project data models.
* Reported facility and room maintenance problems to appropriate personnel for immediate remediation.
* Maintained cleanliness and organization of front desk area.

**Customer Service Executive at CAMS Pvt. Ltd, Chennai**

February 2016  –  July 2016

* Maintained accurate and current customer account data with manual forms processing and digital information updates.
* Conferred with customers about concerns with products or services to resolve problems and drive sales.
* Provided excellent customer service by efficiently resolving issues and responding to inquiries.
* Updated account information in each customer's record to keep data accurate.
* Identified complications requiring further research and escalated to appropriate department or management.
* Proactively upsold products or services and introduced extended warranty options to customers.
* Provided basic troubleshooting and product set-up support for customers.
* Monitored phone, fax and electronic database systems for incoming customer inquiries.
* I was responsible Preparing MIS report in Excel.
* Evaluated customer information to explore issues, develop potential solutions and maintain high-quality service.
* Entered customer interaction details in EBBS to track requests, document problems and record solutions offered.
* Documented procedures and business processes and shared information with appropriate stakeholders.
* Applied knowledge of data modeling and statistical analysis to note trends and draw conclusions.
* Collaborated closely with upper management to drive strategy through development and implementation of new processes.
* Worked with support teams to resolve issues with product, service or accounting areas.

 **Processing Executive at MMC Info Technology Pvt Ltd, Chennai**

May 2013  –  May 2015

* Standard chartered bank credit card process. Creation, Modification, Activation / Deactivation, Upgrade, Downgrade, replacement of credit card using IBM (CCMS), Oracle.
* Allocate work to the team members.
* Able to investigate and resolve issues which potentially have major impact on a Particular service of the client.
* Prepared request status report and new credit card used report which is shared to client at daily basis.
* Requesting new card number details from the client based on the shortage
* Involve in preparing Daily and monthly MIS Report.

 **Education**

* **Master of Science in Applied Electronics (M.SC)**

Timeline : 2013-2015

 Institution : Mohamed Sathak College of Arts and Science

University : University of Madras

Percentage : 64%

* **Bachelor of Science in Electronics Science (B.SC)**

Timeline : 2010-2013

 Institution : Mohamed Sathak College of Arts and Science

University : University of Madras

 Percentage : 69%

* **Higher Secondary School Leaving Certificate (12th Standard**)

#####  Period : March 2010

Institution **:** Government Boys Higher Secondary School, Chennai

Percentage : 62%

* **Secondary School Leaving Certificate (S.S.L.C)**

##### Period : March 2008

Institution **:** Government Boys Higher Secondary School, Chennai

Percentage : 50%