Simmi

Simmi.347570@2freemail.com

***A competent professional with 8+ years of experience in Client and Project Management.***

***Core Competencies***

* *Client Servicing & Project Administration*
* *Data Administration, Management & Reporting*
* *Compliance Auditing*

***Professional Experience***

**Dec ‘12 – July ‘15 | Cognizant Technology Solutions | Senior Project Coordinator**

* Calendar management and coordinate with leaders from different pyramids to ensure smooth functioning.
* Co-ordinate meetings and appointments with the clients and vendors. (EMEA, APAC, ANZ regions)
* Follow up key activities/assignments with vendors and clients.
* Manage and attend to onshore visitors & clients (EMEA, APAC, and ANZ).
* Ensure risks and dependencies are identified and escalated to the Senior Management.
* Aided in all project closures and budget planning support in collaboration with Project Management
* Monitored & coordinated project progress.
* Ensure compliance in operating procedures and policies.
* Performed various executive and administrative support duties that are highly sensitive and confidential.
* Develop and maintain efficient communication and operational office systems including data management and filing

**Sep ‘10 to Oct ‘12|Philips Electronics India Ltd. (On Contract) | PMO Analyst**

* Ensure compliance in operating procedures and policies.
* Aided in all project closures and budget planning support in collaboration with Project Management
* Carry out routine office duties, including administrative support as required ensuring support tasks are carried out efficiently and effectively.
* Co-ordinate meetings and appointments with the clients.
* Develop and maintain efficient communication and operational office systems including data management and filing.
* Calendar management and coordinate with leaders from different pyramids to ensure smooth functioning.
* Involve in general procurement, order processing and progressing.
* Liaison with different department within the company.
* Process invoices related to project and maintain the database.
* Develop and maintain relations with departments for movement of goods or repair items.

**April ‘05 – July ‘10| Aviva Global Services | Quality Analyst**

* Interacted with policy holders and third party individuals, solicitors, members of the County, Fraud Investigators, members of the Dept. of Police, engineers etc. in the UK, via phone and emails.
* Conducted compliance audit and compiled audit reports.
* Conducted RCAs and audits based on organization standard.
* Conducted process reviews to ensure process and procedures are being followed. Identify gaps and implement continuous improvement plans.
* Verify insurance claims relating to vehicle damage and personal injury from RTA.
* Identify fraudulent claims.
* Created new modules, reports and process documents as well as organising calibration sessions.
* Identified gaps and drive process improvement.

**Jan ‘04 – Jan ‘05| GE Capital | GE Supply| Senior Executive**

* Processing invoices of vendors.
* Closely worked with the new vendor set-ups to achieve operational excellence.
* Have been involved in defining and structuring performance parameters for the team
* Have been involved in training new team members.

***Stretched Assignments***

***As part of the Communication team for the project, my key deliverables included***

* Ensuring consistent, error-free writing while providing reliable and targeted information.
* Research, writing and editing content for company website.
* Collect and collate necessary secondary data from both the Internet and data producers.
* Writing, editing and proof reading copy for client projects, based on the requirement.
* Writing blogs about the latest changes, updates, developments and announcements from the CEO’s, VP’s office on the company website.
* Conducting periodic check of website content and updating the same as per project requirements.
* Working in sync with technical and graphics team to make e-learning modules user friendly and effective.

***Additional Skills***

* Outstanding relationship building and management skills.
* Exceptional leadership and team handling skills.
* Hands-on experience with statistical data collection and quality administration.
* Strong analytical skills, combined with effective communication, organizational skills and planning ability.
* Strong interpersonal and relationship building skills.
* Proficient in Microsoft Office tools.

***Education***

Bachelor of Commerce, University of Calicut

***Personal Dossier***

Nationality: Indian

Visa Status: Residence - Husband

Marital Status: Married