**RESUME**

**SUREKHA S. SHETE**

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**ACADEMIA**

Completed B.Sc.IT from (Mumbai University), Year 2010.

**STRENGTHS & SKILLS**

* Keen to learn and adopt emerging trends and techniques, and address industry requirements to achieve organizational objectives.
* Proficient in grasping new technical concepts and utilizing them in effective manner
* A self motivated team player with strong communication, relationship management and problem solving skills, believe maintaining high standard of work

**WORK EXPERIENCE**

**1) eClerx Services Ltd(Designation: Sr. Analyst)** **[14th Jan 2016 to Till now]**

* **Roles & Responsibilities**
  + Doing the scoping of project to check if it is feasible for automation or not
  + Analyze automation project requirements gathered from processes create macro to automate daily work, web crawler and other supporting 3rd party application

• Incorporate user requirement into automated application, streamline processes, reduce erroneous processing, reduce manual work, enable secure login and developed user friendly application

* Handle the whole responsibility of project from feasibility study to deployment of it

**Projects**

* CDR Tool – It is a Workflow Management tool through VBA which will include time tracking, workflow tracking, reporting automation and modules to analyze data for process improvements.
* Reconciliation Projects – Developed macro which reconciled Client data with captured data. It’s a two way reconciliation process
* CnC Tool- This tool will formats various excel files based on requirements then paste various charts, graphs, tables in PowerPoint file.

**2) Tata Consultancy Services (Designation: Sr. process Associate)** **[24th Jun 2015 to 21st J1n 2016]**

* **Roles & Responsibilities**
  + Generating precise reports from raw data using various data mining and analysis methods
  + Data cleansing on data which was downloaded from various websites as per the condition
  + Creating macro to scrape data from Mainframe
  + Prepare and publishing a report which gives 360° view of process including function, work-streams, performance and individual level performance metrics

**3) Capita India Ltd (Designation: Automation Analyst)** **[24th Jun 2013 to 21st Jun 2015]**

* **Roles & Responsibilities**

• Understanding business requirement and working closely with Operations team to automate every possible process to improve efficiency and accuracy

• Conducting feasibility study and developing projects according to the process and testing and deploying macro and maintenance as per the requirements

• In here, projects included understanding entire large processes and developing tools (Excel VBA forms) using MS Access as backend and re-iterating entire process on the tool.

• Understand and implement ad hoc changes from client.

• Web crawling automation

• Scrapping data from Mainframe

• Reporting to manager about various status of project from feasibility to Sign off

• With the help of Excel VBA automation generates report in MS Word

**Projects**

* **KAT Tool –** User friendly tool through which user can gave process test. Questionnaire can be changes by TL anytime. Provides option to assign test to specific users only. Reports can be pulled as required.

**4) EClerx Service Ltd. Mumbai (20th Oct. 2011 to 21st Jun 2013)**

* **Roles & Responsibilities**
  + Generating precise reports from raw data using various data mining and analysis methods
* Data management using excels (V-Lookup, H-Lookup, Pivot Table, Data Validation, Conditional Formatting, etc.)
* Using tools like VB 6.0, SQL Servers for generating reports and data manipulation
* Developing automations like Macros

**5) Capgemini India Pvt. Ltd.(On Payroll of Magna Infotech ) (21st Jan 2011 to 21st Apr 2011)**

**Roles & Responsibilities**

* Creating new or modifying existing pdf files or both
* Document editing and document management
* Adding, removing and replacing images and stamps
* Work on excel sheets to format the information of all collected files
* Environment: ADOBE ACROBAT PROFESSIONAL,MS-Excel
* Perform role of Quality checker to check quality of work done by other team members

**INFORMATION TECHNOLOGY SKILLS**

* Languages: C, C++, C#, SQL, HTML, VB 6.0
* Operating Systems: Windows XP/98/7
* Third Party Tools: Adobe Acrobat Professional, Adobe Illustrator, Adobe Distiller

**ACADEMIC DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAMINATION** | **INSTITUTE** | **UNIVERSITY/BOARD** | **% OF MARKS** |
| B.Sc.IT | Mumbai University | Mumbai University | 64.13% |
| HSC | Menon College, Mumbai | Maharashtra State Board | 55% |
| SSC | Jijamata Vidyamandir | Maharashtra State Board | 79.33% |

**CAREER OBJECTIVE**

Want to join growth oriented organization, which demands sheer hard work & higher responsibilities, where I can contribute my knowledge & skills for mutual benefit and growth with the opportunities provide. To pursue high challenging career and work closely with team of highly experienced professionals so as to enable myself to grow along with firm.

**DECLARATION**

I hereby declare that all the above information furnished about me is true to the best of my knowledge and belief.

**Date**

**Place:** Mumbai **Surekha Shashikant Shete**