



Sowbernika Babu

No.007, Parthu Pride,

New temple Road, Nallurahalli

Whitefield, Bangalore-560 066.

Ph.: 91-8056201330

sowba.saival@gmail.com

OBJECTIVE

A Challenging position in an organization where my technical and analytical skills can be applied for the betterment of the organization.

WORK EXPERIENCE

Company: Kimon Services(October 2024 to Present)

Position-Administrative Assistant

- Manage daily administrative tasks, including answering phones, scheduling, and organizing documents. Coordinate team meetings and events and prepare agendas.
- Assist in project management by tracking deadlines and facilitating communication.
- Handle expense reporting, invoicing.

Company: HS Brands Global(Feb 2023 to July 2024)

Position-Project coordinator

- Coordinate project management activities, resources, equipment and information
- Break projects into doable actions and set timeframes
- Liaise with clients to identify and define requirements, scope and objectives
- Assign tasks to internal teams and assist with schedule management using Trello, Asana and Sassie tools.
- Make sure that clients' needs are met as projects evolve

- ▢ Oversee project procurement management
- ▢ Monitor project progress and handle any issues that arise
- ▢ Create and maintain comprehensive project documentation, plans and reports
- ▢ ▢ Ensure standards and requirements are met through conducting quality assurance tests

Company:Snuvik Technologies Pvt.Ltd(Nov 2018-Present)

Client name:Synaptics

Position-MS-Excel Consultant(Contract)

Providing support in writing test cases for the client's website.

Providing support in works related to MS-Excel

Worked on Canva for designing a poster for a website development project

Worked on various social media platforms like facebook and instagram to post promotional data

Worked on Hubspot CRM for seamless customer support for the client.

Company : Vodafone Global Enterprise Pvt.Ltd (April 2017-July 2018)

Position : Associate-VGE Support

- Creating periodic reports-daily, weekly and monthly.
- Providing support to the clients of Category C and D.
- Interpreting large data using MS Excel, extracting data and analyzing the data.

- Experience in creating Databases, Tables, Stored Procedures, DDL/DML Triggers, Views, User defined data types using SQL.
- Experience in SQL Server Reporting Services (SSRS) and TRELLO

Company : India World Technologies Pvt.Ltd (Mar 2015 — Oct 2015)

Position : Coordinator-Business development

- Generating MIS reports and sales reports.
- Updating new projects in the website by coordinating with the clients.
- Coordination with the builders of various projects.
- Preparation of data analysis reports from various regions. □ Database management of projects at Chennai using Oracle 10g.

Company: Alcatel-Lucent Managed **Solutions Pvt.Ltd (Aug 2013 - Oct 2014)**

Position: Regional MIS Coordinator

- Preparation of KPI and dashboards of various regions in India daily, weekly and monthly using Tableau.
- Manipulate and analyze complex, high-volume, high-dimensionality data from varying sources.
- Provide regular updates to the Management on MIS. □ Testing WinFiol software to identify and resolve problems.

Company: **Delphi TVS diesel Systems Pvt .Ltd (July 2012 - July 2013)**

Position: Engineer-Trainee

- Warranty related support on the products to the clients.
- Manipulating and processing data using Excel, Access and SQL..
- Maintain the database updated and do backups from time to time.
- Providing support, including procedural documentation and relevant reports using SQL.
- Troubleshooting Oracle applications performance issues in server.

EDUCATION

B.E Information Technology (81.45 %) - Jun 2008 - Apr 2011 Diploma Computer Technology (88.5 %) - Apr 2005 - Apr 2008 SSLC Matriculation (63.8 %) - Apr 2003 - Apr 2004

SKILLS

Primary: Advanced MS-Excel,VBA,SQL,Oracle DBA 10g, SSRS (SQL Server Reporting Services) ,Trello

Secondary: Microsoft office

Certification: Oracle Certified Associate (OCA) in Oracle 10g.

PERSONAL DETAILS

Name: Sowbernika Babu

Marital Status: Married

Date of Birth: 18 Jan 1989

Nationality: Indian