

MATHANGI KATHIRESAN

Personal Information:

Date of Birth: 10 May 1989

Sex: Female

Nationality: Sri Lankan

National I.C.: 896310984V

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Address: 51/20 Swarna Road, Colombo 06

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Profile Summary:

I am a highly astute and responsible individual, who has the aptitude to succeed in an extremely competitive environment. Whilst consistently striving to achieve meritorious standards of work, is seeking to pursue a successful career. I am a quick learner, who is also team spirited, self-motivated, resourceful, reliable, and a very committed individual.

Professional experiences:

Aug'19 to Jan 25: Senior Operations Analyst at Synergen Health (Pvt) Ltd, Sri Lanka

- Coordinating efforts to meet customer and business needs.
- Planning and estimating the specific requirement involved in a project or strategic initiative.
- Developing a communication process to collaborate with customers and update stakeholders on the progress of a project.
- Supporting the implementation of business solutions and analyzing the benefits of those solutions.
- Using advanced MD tool to collect details of RCM projects and to coordinate tasks and resolve conflicts.
- Preparation of compensation reporting dashboards, showing actual achievement versus targets

Apr'17 to Aug'19: Project Coordinator at ABS Information Systems, (Pvt) Ltd, Sri Lanka

- Monitor daily progress of projects.
- Providing detailed updates to project manager or other stakeholders.
- Ensuring team members have the supplies and resources they need to provide reports and client requirements.

Apr'16 to Mar'17: Operations Analyst at Synergen Health (Pvt) Ltd, Sri Lanka

- Identifying Operational requirement and opportunities for improvement
- Gathering information by observing workflows, reading company reports and conducting employee interviews.
- Determining appropriate methods to analyze operations relevant information.

Nov'11 to Apr'14: ICT Instructor at Gateway Computer (Pvt) Ltd, Sri Lanka

- Planning student lessons based on IT knowledge and understanding of curriculum guidelines.
- Delivering lessons to students using smart board expertise and public speaking skills
- Building rapport with students using interpersonal communication skills □ Using patience and conflict resolution skills to maintain classroom harmony.
- Analyzing student progress based on results of assignment and quiz.

Nov'10 to Aug'11: Web Researcher at Ekwa Labs (Pvt) Ltd, Sri Lanka

- **Collecting**, Organizing, analyzing and interpreting the data and options to solve problems and predict trends.

Jun'10 to Oct'10: Trainee Production Associate at Innodata Isogen (Pvt) Ltd, Sri Lanka

- Assist in creating asset management system.
- Schedule projects and organize briefs with Robothood

- Monthly reporting of important deals and client information to CORI regional management.

Skills:

- 6 years of experience in business analytics for leading US Multinational.
- advanced-level skills in Microsoft Excel and Microsoft office.
- Strong quantitative, critical thinking, and problem-solving skills. □ Excellent verbal, written communication, and presentation □ Good team working skills.
- Ability to work under pressure and meet tight deadlines.

Academic Credentials:

BCS Higher Education Qualification PG Diploma in Information Technology Oct 2013 - Aug 2015

BTEC Higher National Diploma in Computing (general) University of Middlesex, United Kingdom Jan 2009 - Dec 2011

G.C.E Advanced Level in 2008 at Bishops College Colombo 03

G.C.E Ordinary Level in 2005 at Bishops College Colombo 03

Technical Certifications:

Project Management Professional (PMP) Certification Training - Procons Academy - Following

Certified associate in project management (CAPM) - Procons Academy

Diploma Course in Microsoft Office Applications

Certificate Course in Graphic Designing

Certificate Course in Computer Studies Programming at Singapore Informatics

Language Skill:

English Fluent

Tamil Fluent

Sinhala Conversational

Extracurricular activities:

Tennis

Swimming.

I certify that the information provided by me is correct and accurate.

References Provided on Request

Mathangi

Signature

01/10/2024

Date

-End of Resume-