

SATHISH NARASIMAN

BCA, MBA

Analyst

(971) 544924292

sathishnp83@gmail.com



Career Summary

To obtain a challenging position in a company where my knowledge, experience, studies, skills and my hard work would be utilized to contribute to the company's success, development and thereby enhance my potentials and professional development.

- ✦ **Bachelor in Computer Applications with over 16+ Years** of insightful experience in Logistics, Project Management, IT Support, MIS, Order Entry Operations, Banking and Customer Support.
- ✦ Proficient in understanding the stakeholder requirement and identifying/bringing optimized solution to them.
- ✦ **Proven ability in team building and team consensus, conducting status meetings.**
- ✦ Ability to work under pressure, Decision making, Time management, Conflict Resolution, Leadership.
- ✦ **Effective team leader with excellent leadership, interpersonal and communication skills and strong analytical, technical, problem solving & organizational abilities.**

Education

University	Degree	Year
Madurai Kamaraj University, Tamil Nadu, India	M.B.A: Retail Management	May 2011
Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya, Chennai, India	B.C.A: Bachelor of Computer Application	May 2004

- ✦ Computer Skills: Tableau, PeopleSoft, Office 365 (Outlook; Excel; Word; Access; PowerPoint), ICCS, WPS, Adobe Acrobat, SAP (End-User level invoice receipts processing), IBM AS400, Ticketing support system
- ✦ Mail Support – Outlook
- ✦ Operating Systems – Windows 10/11, LINUX

Professional Experience

EMIRATES CONSULTING GROUP for Standard Chartered Bank	Dubai, UAE
Analyst	Mar 2017 – Apr 2021

Emirates Consulting Group provides recruitment and temporary staffing services across Local, GCC and MENA region.

- ✦ Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work
- ✦ Managed maintenance and support to existing Management Information Systems (MIS)
- ✦ Work closely with operations management to facilitate meeting revenue targets each month
- ✦ Establish and develop excellent client relationships with equipment suppliers and work to develop products utilizing customer feedback
- ✦ Document, analyze and report on expenditures
- ✦ Perform all the various validations and reconciliation of financial data for their correctness and completeness
- ✦ Created MIS documentation to allow for smooth operations and easy system maintenance.
- ✦ Perform data analysis for generating reports on periodic basis
- ✦ Prepare and manage daily, weekly and monthly reporting of Key Performance Metrics
- ✦ Preparation of Regulatory and MIS reports
- ✦ Analyze payments information to identify process improvements for increasing banking efficiency and effectiveness

Professional Experience	
IMAGINARY DESIGNS	Chennai, Tamilnadu, India
Admin	August 2014 – November 2016
<ul style="list-style-type: none"> ✦ Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work ✦ Detect and reconcile receiving orders, stock inventory and return discrepancies ✦ Installed, Maintained & Troubleshooted computers. 	

Professional Experience	
TATA CONSULTANCY SERVICES	Chennai, Tamilnadu, India
Tata Communications Routing Team – Process Associate	July 2012 – August 2014
<ul style="list-style-type: none"> ✦ Installing and configuring computer hardware operating systems and applications ✦ Organized Auditing and log monitoring of network traffic ✦ Employee email creation and deletion and setup in MS outlook etc. 	

Professional Experience	
MADHURA INFOTECH	Chennai, Tamilnadu, India
Senior Process Executive – Order Entry Team	January 2005 – May 2012
<ul style="list-style-type: none"> ✦ Stock Control, Inventory and Warehouse Management. ✦ Creation/Modification of Promotional Product Orders. ✦ Investigations of various enquiries from customers on the Order related queries like Cancellation of Orders 	

Additional Information	
Date of Birth / Age	5 th September 1983 / 37 Yrs.
Father's Name	Mr. D. Narasiman
Language Known	English, Tamil
Nationality	Indian
Marital Status	Married
Passport Number	P2308777 (valid: 21 st Jul 2026)

Reference	
Mr. Manoj Kumar	Assistant Manager - Mob: + 971 50 5860718. Standard Chartered Bank; Dubai, UAE.
Mr. Viboshan Krishantha	Assistant Manager - Mob: + 971 56 2967630. Standard Chartered Bank; Dubai, UAE.