

Parameswari S

Chennai, Tamil Nadu

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Looking a technical role for fresher | Proficient in HTML, CSS, JavaScript | Java | Eager to transition into a development role

Willing to relocate to: Chennai, Tamil Nadu

Work Experience

Analyst

HCLTech-India

Full-time

January 2022 to January 2025

Review and process incoming software/ service/renewal requests to ensure that we are approving requests within our Information security framework and policies

Ensure software/service/renewal requests continue to move through the defined vetting and procurement process workflow.

Update the tracking spreadsheet with progress updates as requests move through the acquisition/vetting process.

Publish and present weekly metrics on software/service/renewal requests to senior IT leadership and other IT team members. Escalate requests stalled in the process or not meeting SLAs as needed.

Interface directly with internal business unit customers to gather the information needed to vet software applications, professional service vendor statements of work, etc., as well as renewals of existing software and services.

Update and publish the most current list of approved software applications on the Software Directory on a weekly basis.

Interface directly with members of IT Procurement, IT Information Security, IT Operations, IT Business Analysis, and the Legal Department to check on the status of requests and ensure requests continue to move through the process.

Track material post -PO release to monitor delivery timelines and ensure arrival at respective location.

Coordinate with supplier to provide necessary details and address any inquiries with relevant internal personnel facilitate smooth communication and timely delivery.

Education

b.tech in Information Technology

JERUSALEM COLLEGE OF ENGINEERING - Chennai, Tamil Nadu

May 2017 to May 2021

Skills / IT Skills

- JavaScript

- Sap ariba (2 years)
- MySQL
- Communication skills
- HTML5
- Business Analysis
- Power BI (Less than 1 year)
- CSS
- Vendor management (2 years)
- Project coordination (2 years)
- SAP Supply Chain Management
- Project management

Languages

- English - Fluent
- Tamil - Native

Certifications and Licenses

Power Bi

May 2023 to August 2023