



Ruposhree Singha

Process Associate Operations
Analyst

PROFILE SUMMARY

Highly seasoned and reliable project associate with a superb customer satisfaction record adopted at interdepartmental coordination to maximize business functionality and efficiency. Committed to ongoing professional development and research to ensure currency and innovation in management and problem-solving, problem-solver with keen attention to customer needs and details. An innovator with creative skills and experience to improve overall business process.

EDUCATION

2022	B.A Assam University
2018	XIIth English
2016	Xth English

WORK EXPERIENCE

May 2023 - Apr 2024	Process Associate Operations Analyst Tech Mahindra <ul style="list-style-type: none">Reduced on Vi postpaid project operating costs by 20% by streamlining processes through automation of records management that reduces labour costs.Documented process flows and developed requirements for functional improvement and enhancements.Conducted activity-based analysis of business process and made recommendations based on the findingsDesigned and document business process workflows, business rules, and business requirements.
------------------------	--

INTERNSHIP

213 Days	Tech Mahindra
----------	---------------

Projects

PERSONAL INFORMATION

- Email
singharuposhree1@gmail.com
- Mobile
(+91) 6003885237
- Total work experience
1 Year 0 Month
- Social Link
<https://www.linkedin.com/in/ruposhree-sinha-610301238>

KEY SKILLS

- Html And Css
- Javascript
- React.js
- MySQL Database
- Advanced Excel
- Power BI
- Tableau
- Tableau Analyst

OTHER PERSONAL DETAILS

City	Guwahati
Country	INDIA

HOBBIES

Painting , Chess , Reading story books

LANGUAGES

- eng
- Hindi
- Bengali
- Assamese
- France

11 Months



petology

- <https://ruposhree.github.io/petwebsite>
- Pettini - Pet Shop & Pet Accessories Responsive Shopify
- Petty - Pet care & Pet shop

COURSES & CERTIFICATIONS

- MySQL for Data Analytics and Business Intelligence
- Web Developer Certification