

JANANISRI M

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Objective

Looking for a challenging role at an engineering firm where I can utilize my research and data assimilation skills for the growth of the company.

Experience

- Global content transformation pvt. Ltd** 2021 - 2022
Document specialist
 - Managed the creation, storage, retrieval, and disposal of documents, ensuring compliance with company policies and regulatory requirements.
 - Conducted regular audits and quality checks on documentation to maintain high standards of accuracy and consistency.
 - Developed and implemented efficient document management processes, reducing retrieval time and improving overall workflow.
 - Utilized various document management systems (e.g., SharePoint, DocuWare) to manage electronic documents and facilitate easy access for authorized personnel.
 - Provided training and support to staff on document management procedures and software usage, enhancing team productivity.
 - Maintained strict confidentiality and security protocols for sensitive information, ensuring compliance with data protection regulations.
 - Collaborated with other departments to streamline document flow and support project requirements.
- Sutherland** 2024 - 2024
Customer service associate
 - Resolve customer issues by providing accurate information and troubleshooting steps.
 - Document and manage customer interactions and feedback.
 - Identify and escalate complex issues to relevant departments as needed.
 - Maintain knowledge of company products, policies, and procedures to provide accurate assistance.
 - Meet performance goals, such as response times and customer satisfaction ratings.
 - Participate in training sessions and team meetings to stay updated on products and policies.

Summary

- Detail-oriented and highly organized Document Specialist with over one and half years of experience managing and organizing documents. Proven expertise in ensuring document accuracy, compliance, and accessibility, contributing to operational efficiency. Skilled in using document management software and maintaining high standards of confidentiality and data security. Seeking new opportunities to leverage my skills and experience in a dynamic organization.

Education

- **Mailam engineering college** 2020
BE - ECE
7.24
- **Montfort matric hr sec school** 2016
HSC
60.4
- **Montfort matric hr sec school** 2014
SSC
80.4

Skills

- C
- C++
- Html
- Document Management Systems (DMS)
- Data Entry and Retrieval
- Quality Assurance and Compliance
- Confidentiality and Data Security
- Customer service associate

Interests

- Colouring
- gardening

Languages

- Tamil
- English
- Hindi

Personal Traits

- - Process Improvement
 - Training and Support
 - Attention to Detail
 - Time Management
 - Organized
 - Dependable and Adaptable
 - Problem Solver

Projects

- **Missing object detector.**

This project aims to detect Missing object or things like(e.g :file,pen,shocks, eyeglass,keys etc.) in our house by using the mobile apps and sensor placed in the object.

- **Octopus robot**

The main idea of the project is to measure the temperature of the ocean and send the picture of the Seaworld to the research area .

- **Underground gas pipe leakage monitoring bot.**

- Gas pipeline tracking to find flammable gas leakage could be done manually by human worker. In present scenario there is no integrity between the feasible data and the actual condition of the setup.
- Our project is a moving robot with two motors and it consists of a gas sensor to detect the gas leakages in the pipe.
- Placing sensors on each section of pipe is very costly.
- So here we propose an innovative robot that clings on to the outer surface of the gas pipe and moves along with the pipe to check for leakages.
- Our project consists of MQ2 gas sensor to detect the gas leakages and Temperature sensor to detect the temperature level.
- The robot will be moving continuously along the metal pipe, if there any presence of leakage the GPS sensor module will transmit the location .

Achievements & Awards

- In GO-GURU for the ISSO test in the online got 2nd prize.
- Won 1st Prize in ADZAP event at ELARC16 held Madha Engineering College, Chennai on 26-08-2016.
- Won 2nd Prize in BREAK THE CIRCUIT.
- Certified Document Management Professional (CDMP).

Certification Done

- Completed a value added course in "Embedded c programming using proteus 8.0 software".
- Completed a value added course in "Multisim&PCB designing using PCB creator software".
- Completed a course in C,C++ .
- Attended three days workshop on web design using Html and Css.

LinkedIn Profile

- <https://www.linkedin.com/in/janani-sri-55438a182>