**Prakash Devarajan**

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| **Working as Freelancer Virtual Assistant & Consultant for General office tasks and Data Entry.**   * **6 years** working as a freelancer Virtual Assistant service for **USA and UK** clients. * Virtual Assistant for clerk Job and general office admin assistant. * Unique market research, lead generation, web research, online research. * Book and arrange online meetings for the clients. * Note the Minutes of the meeting and store them for further reference. * Storage all the documents safely confidentially, date, weekly, Biweekly, Monthly, and Yearly wise. * Gathering, collating, and preparing documents, materials, and information for data entry * Capturing data into digital databases/trackers and performing regular backups * Generating and exporting data reports, spreadsheets, and documents as needed * Enters data in accordance with data entry timelines. Adheres to data entry productivity standards. * Reviewing data for deficiencies or errors, correcting any incompatibilities, and checking output. * Creation of Google My Business (**GMB**) and Reinstate suspended Google My Business **GMB** local listing for worldwide various clients as a freelancer service. * Around **2 years of Amazon Seller Virtual Assistant**.   **2 Years Experience Amazon Seller Virtual Assistant for India and USA.**   * create new product listings * Inventory Management * Order Management * Price Updates * Listing Updates (description, title, bullet points, keywords) * Fix listing errors (duplicates) * Photo uploads * FBA/FBM Shipments * Keyword Research   Interact with customers daily, responding to product questions  **Previous Professional Experience:-**  10+ years of IT experience in Mainframe technologies.  Worked for various MNC Organizations in India, IBM Global Service India-Bangalore, Zensar Technologies-Pune, Covansys, and CSC India Pvt Ltd (Chennai and Hyderabad)  Including **2 and half years of experience an in onsite role in the USA, Australia, and Denmark for various clients**.  Domains worked in Telecom, Banking, and Insurance.  Good experience in on-call production support 24x7.  Proficient in writing Batch programs using COBOL, DB2, and JCL.  Handling & guiding 6 members in a team lead role.  Exposure to various CMM procedures by working in CMM level- 5 environments.  Experienced in the Onsite-Offshore model.  Highly motivated team player with organizational and analytical skills.  Good working knowledge in MS-WORD, MS-Excel, MS-PowerPoint, VISIO, MS-Outlook, Lotus-Notes, IM, and IBM Sametime. | **Education:-**  **Masters in Information Technology and Management** (**regular-Full Time**) -KSR College of Technology-Thiuchengode-Tamil Nadu.  **Bachelors in Commerce(regular-Full Time)**  VV College of Arts and science- Udumalpet –Tamil Nadu  **Freelancer Consultant Skill Set:**  Typing in Excel/Word/pdf. Scanned pages to word/excel/pdf, Copy Typing, Internet research, and Data Research.  Web Research bulk data entry, Copy Paste.  General Assistant Tasks, Image to MS Excel/Word/pdf, Data entry from the large directory/online source, Data Collection from Linkedln/Instagram/Facebook.  **Mainframe Skill Set:-**  COBOL. JCL, CICS, EASYTRIEVE, HTML, DB2 and IMS/DB, ENDEAVOR, Spufi, QMF, File-Aid, CAMS, MS-Office, Windows-XP, IBM Utilities, Job-trac.  **Cloud Computing AWS:** CompletedAWS Solutions Architect Course and Involved & guided some of the clients for the below topic:-  **\***AWS EC2 instances and configured the storage on S3 buckets creation.  **\***Created policies and the **IAM** role-based policies.  \*Build servers using AWS, import volumes, launch **EC2**  **\***Defined virtual private connection **(VPC).**  **\***Creating monitors, alarms, and notifications for EC2 hosts using **Cloud Watch**.  **\***Install Windows / Windows Server, Linux/Unix Server/Amazon Linux/Uptu into EC2 server OS into EC2 Instance.  \*Create a set of rules thru the IAM service  \*Give access to users as per employee roles using IAM.   |  | | --- | | **Immediate Joiner**  Ready to work any job role and any environment.  Ready to keep getting fairly. Only focusing on the optimistic. | |

**Experience / Accomplishments**

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| Currently working as a Freelancer Consultant as a Virtual Assistant. |
| Client: from UK & USA |
| Duration: Feb 2016 to current |
| Responsibilities:   * Virtual Assistant for clerk Job and admin assistant. * Unique market research, web research, online research. * Gathering invoices, statements, reports, personal details, documents, and information from employees, other departments, and clients. * Collecting and entering data in databases and maintaining accurate records of valuable company information. * Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing. * Creating accurate spreadsheets. * Entering and updating information into relevant databases. * Ensuring data is backed up. * Book and arrange online meetings for the clients. * Live chat to respond to customer questions quickly and effectively. * Scanning through information to identify pertinent information. * Note the Minutes of the meeting and store them for further reference. * Make a travel plan for Business heads and managers as per their request. * Storage all the documents safely confidentially, date, weekly, Biweekly, Monthly, and Yearly wise. * Post the client content on Linkedln/Instagram/Facebook. * Work with business unit managers to understand project scope, suggest possible alternatives, and document each step of the design * Work with the Security division to design and manage IAM roles for users, vendors, and other third-party vendors. * Creation of Google My Business (GMB) & Reinstate suspended Google My Business GMB local listing for worldwide various clients as a freelancer service. |

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| Worked as a Senior Software Engineer/Programmer |
| Client: Client: Tesco, UK |
| Project: OMS(Order Management System) |
| Company & Work Location:-Bangalore |
| Duration: Feb 2013 to May 2013 |
| Responsibilities:   * Responsible for on-call production support 24\*7 for the MEGA batch system. * Monitoring schedules, batch **JCL** jobs and resolving ABEND jobs using **CA-JOBTRAC** scheduler. * Support on-site application development team for their implementation activities. * Modified and enhanced existing batch COBOL programs for various Emergency production fixings using version control tool **Endevor.** * Responsible for production data fixing in **DB2** tables and resolving service requests raised by the MEGA application users through **CAMS** tools * Coordinate with the on-site team on weekly basis and discuss the current issues. * MVS Systems Programming, Mainframe Operations & Systems Monitoring.   Environment: Cobol, CICS, JCL, DB2, ENDEVOR, Spufi, QMF, File-Aid, CAMS, MS-Office, Windows-XP, IBM Utilities, Job-trac. |
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| Worked as a Senior Software Engineer/Programmer |
| Client: PNC Bank, USA, Pittsburgh |
| Project: CIF (Customer Information File) |
| Company & Work Location:- **Symbioun Technologies Inc -CGI**. & Pittsburgh USA. |
| Duration:Apr 2011 to Mar 2012 |
| Senior Software Engineer  Responsibilities:   * Responsible to test cycle support for bank conversion from one bank RBC bank and flag start Bank to PNC bank. * Responsible for executing bank conversion jobs(JCL) * Provide the error customer status to clients using system ware. * Provide the output put files to the client for further process. * Modified the COBOL according to new requirements * Responsible for defect fixing in DB2 tables and IMS/DB and resolving defect fixing in Cobol programs users through HPQC tools for the error customers before going to production. * Modified and enhanced existing batch COBOL programs for various Emergency production fixings using version control tool Endevor at time of testing bank conversion one bank to another bank. * Responsible for bank conversion at Production RBC bank and flag start to PNC bank. * Modified the JCL according to new requirements. * Responsible for developing a new COBOL program from scratch. * Responsible for tape extensions using Infoman for GDG Versions. |

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| Client: Codan (**Denmark**) |
| Project: NFOS (Nordic Front Office Solution) Domain: Insurance |
| Senior Software Engineer / Team Lead |
| Company & Work Location :- **CSC India Pvt Ltd**, Hyderabad(offshore) & **Denmark(onsite)** |
| Duration: Apr 2008 to Apr 2011 |
| Senior Software Engineer / Team Lead  Responsibilities:   * Smooth Release management in a multi-vendor environment * To find out a solution for reusing existing code to reduce development effort. * The security feature, error handling implementation for the new interface * Relatively new development team. * XML Parser was implemented in CICS Pipeline to eliminate third-party parser module use in the interface programs and hence reduced the coding effort drastically. * Utility programs and a few business logic programs using COBOL and DB2 / IMS/DB were changed to reuse existing decentralized platform programs to adopt to web services mode, resulting in quick turnover time for UAT for those interfaces as the programs are already tested from other platforms * An XML Schema Auto-generation program was built in JAVA to create XML schemas automatically out of the data model and considerably reduced the XML Schema development effort. Also effective use of tools like ECLIPSE, XML SPY for XML developments. * Effective use of IBM Rational tool to auto-generate bind files, copybooks, and first-level web service interface program to further reduce the development effort. * Testing phase: Use of ECLIPSE 3.5 (Freeware) to create test data and input XML string to reduce the effort for test data preparation. * Automation of MQ Upload and Download programs to be used by all developers to reduce time on test environment preparation using JCL(jobs). * Effective use of HP Quality Center for defect tracking, evaluation, and delegation. * Release Management: Integration of Subversion tool into ECLIPSE 3.5 resulting in effective control of XML development and release to third-party vendors as well as project document control. * Environment: Cobol, CICS, JCL, DB2, IMS/DB, EASYTRIEVE, Spufi, QMF, MQ series, File-Aid, HP Quality center, MS-Office, Windows-XP, IBM Utilities, Control-M. |

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| Client: AAPT (**Australia**) Domain: Telecom |
| Project: MEGA Application |
| Software Consultant / Developer |
| **Company & Work Location: - Zensar Technologies Ltd, CMM Level 5, Pune – India & Australia** |
| Duration: Aug 2005 to Apr 2008  Responsibilities:   * Responsible for on-call production support 24\*7 for the MEGA batch system. * Monitoring schedules, batch JCL jobs, and resolving abend jobs using CA-JOBTRAC scheduler. * Support on-site application development team for their implementation activities. * Modified and enhanced existing batch COBOL programs for various Emergency production fixings using version control tool Endevor. * Responsible for production data fixing in DB2 tables and resolving service requests raised by the MEGA application users through CAMS tools * Coordinate with the on-site team on weekly basis and discuss on the current issues. * MVS Systems Programming, Mainframe Operations & Systems Monitoring. * Onsite explore 2 months of oncall production support handled in Australia (Sydney). * Environment: COBOL, CICS, JCL, DB2, ENDEVOR, Spufi, QMF, File-Aid, CAMS, MS-Office, Windows-XP, IBM Utilities, Job-trac. |

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| Client: SENSHUKAI, Japan |
| Project: OMS (Order Management Systems) |
| Software Consultant / Developer |
| **Company & Work Location: - Zensar Technologies Ltd, Pune-India, CMM Level 5** |
| Duration: Mar 2005 to Aug 2005  Responsibilities:   * Conduct meetings to discuss the application design and feasibility issues and helped to JAVA peoples to code their programs. * Involved in Case study and project planning of migration project Mainframe to target system JAVA * Involved in inventory Analysis for the migration project. * Involved in **DB2** Database Analysis. * Involved in **PL/1**, Subprogram analysis. * Prepared the documentation for **JCL** jobs. * Designed the flow chart for the program structure. * Involved in peer review.   **Environment:** PL/1, CICS, JCL, DB2, Spufi, QMF, File-Aid, CAMS, MS-Office, Z/OS, MQ series, Windows-XP, IBM. |

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| Client: **AT&T**, **USA**, |
| Project : CTM (Corporate Tax Module) Domain: Telecom |
| Software Engineer / Developer |
| **Company & Work Location: IBM Global Service India, Banglore (Melstar Information Technologies – SEI-CMM Level III).** |
| Duration: Feb 2004 to Mar 2005  Software Engineer / Developer  Responsibility Responsibilities:  The Corporate Tax System collects, organizes, and distributes current and historical tax data used for billing AT&T customers. This includes the tax rates, rules about what taxes apply to AT&T customers, and rules about what taxes apply to the services and products AT&T provides. It is used corporate-wide by AT&T billing applications.  The Corporate Tax System includes jobs to update and unload these databases, an IMS ADF online system for updating and retrieving tax data from the databases, callable modules to return tax data to other modules, jobs to process tax compliance data produced by AT&T billing systems and a system for collecting and reporting on tax compliance statistics.   * Involved in **COBOL** program analysis. * Involved ineffective coding for tax module programs using database **IMS/DB**. * Modified the **JCL** according to new requirements * Changed effected documentation preparation. * Unit test plan preparation. * Involved in review and testing.   **Environment:** Cobol, JCL, IMS/DB, ENDEVOR, Spufi, QMF, File-Aid, CAMS, Z/OS, MS-Office, Windows-XP, IBM Utilities. |

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| Client: **AT&T,** **USA**, Domain: Telecom |
| Project: GBP (Global Billing Platform) |
| Software Engineer / Developer |
| **Company & Work Location: IBM Global Service India, Banglore (Melstar Information Technologies – SEI-CMM Level III).** |
| Duration: Sep 2003 to Feb 2004  Software Engineer / Developer /  Responsibilities:   * Testing of the corporate billing flows and the technologies involved in **COBOL, JCL, and DB2.** * Integrations testing * User acceptance testing * Involved in review * Test data preparation using the PRISMA tool   **Environment:** Cobol, JCL, DB2, ENDEVOR, Spufi, QMF, File-Aid, CAMS, MS-Office, Z/OS Windows-XP, IBM Utilities, PRISMA. |

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