

MITHRA S
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Experience Summary

- 3 Years of experience in automating the Contract lifecycle management process.
- Automated CLM process using DocuSign CLM (SpringCM) and Salesforce.
- Experience in creating workflows, forms, email templates, merge tags in templates and smart rules.
- Experience in deployment and release management process
- Accountable for managing SSL Certificate.
- Experience in creating user reports using excel.
- Involved in requirements gathering sessions.
- Experience in training employees about CLM domain and to use DocuSign CLM tool.
- Experience in Agile methodology
- Experience in – DocuSign CLM, Azure DevOps, MS Excel, Python, Numpy, Pandas, Matplotlib, PyCharm IDE, Flask framework

Career Objective:

Seeking a position with a good opportunity for quicker advancement, learn and explore new technologies. I wish to work in a challenging environment where I can explore myself, push my limits and contribute my full potential to the growth of the organization.

Education summary

Degree: B.Tech, Information Technology, Anna university (College of Engineering Guindy), Chennai, 2019, CGPA – 8.3

HSC: SKV Matriculation Higher Secondary School, Percentage - 97

Skills:

Technologies: DocuSign CLM, Python, SQL

Tools: DocuSign CLM, Azure DevOps, MS Excel, Python - Numpy, Pandas, Matplotlib, PyCharm IDE, Flask framework

Courses & Certification:

DocuSign CLM Administration Specialist 2022 – Issued by DocuSign

DocuSign CLM Workflow Specialist 2022 – Issued by DocuSign

Machine Learning Foundations – Issued by Linked In

Python for Data Visualization – Issued by Linked In

Work experience

Employer : Shell India Markets private limited, Bangalore

Domain : Contract Lifecycle Management

Duration : July 2019 - till now

Designation : Software Engineer IT

Roles : DocuSign CLM developer, Vendor Management, Release management

Responsibilities :

- Developed Workflows for Approval, Internal and External Reviews, Reminder notification, Contracts status change, Offline Signature, E-Signature process.
- Worked on Smart rules, Forms, templates and merge tags.
- Migrating the contracts from IBM Emptoris tool to DocuSign CLM.
- Managing Single Sign on certificate
- Handling the tickets between project team and vendor team
- Manipulated the user reports in Excel for project purposes.
- Knowledge transitions to different teams for CLM process and to use DocuSign CLM tool.
- Deploy DocuSign developments to higher environments and production.
- Scheduled UAT testing with business users
- Involved in getting requirements from Business
- Release Management and Incident management.

Tools &

Technologies : DocuSign CLM, Agile – Azure Devops.

Employer :Nokia Network and Solutions.

Application : Data Visualization of Tickets priority

Description : Create visualized data of everyday tickets with their priority.

Designation : Data Analyst Intern

Duration : May 2017 to June 2017

Roles : Data Analysis

Responsibilities :

- Collected data from different teams, extracted relevant information from the collected data, segregated the data and visualized it.

Tools &

Technologies : Python, Numpy, Pandas, Matplotlib, PyCharm IDE, Flask framework

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date : 09/19/2022

Place: Bangalore

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