

Curriculum Vitae

Matilda Veena. R

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“Looking for a career that enriches my skills and provides opportunity to contribute to the success of the organization goals.”

Work Summary:

BPO Professional with 7+ yrs. of diverse experience across domains like banking, supply chain management in process like Business Continuity plan Testing, Accounts Payable and credit card sales.

Current Employer: Cognizant Technology Solution-BPS
Duration: June'2011 to present (4+ yrs.)

- **Business Continuity Planning specialist**
 - 3+ yrs of experience in Business Continuity Planning process
 - Developed DR strategy by focusing on the business needs policy, RTO, RPO, Compliance requirements.
 - Supported effectively for outages by coordinating across delivery, network and admin team and ensured BAU for 2 major HealthCare projects
 - Performed Business Continuity Testing in simulated and live environments, Tabletop testing, developed DR strategy by focusing on the business needs policy RTO, RPO, compliance requirements etc.,
 - Conducted WAR (Work Area Recovery) testing to facilitate the business continuity
 - Expertise in BCP drills and BCP Maintenance

Previous Employer: All Sec Technologies

- **Accounts Payable –(Ford Business) Duration:** Nov'2008-June'2011(2 yrs & 6 months)
 - Processed invoices, performed audits and interfaced with a nationwide network of vendors and suppliers
 - Achieved 99% accuracy in all invoices
- **Credit Card Sales-US Banks Duration:** July'2007-Nov'2008 (1 yr & 2 months)
 - Worked as a sales agent in the Credit Cards department for US Banks
 - Performed peer review audits and ensured quality compliance
 - Achieved the daily sales target consistently and stayed as team topper
 - Prepared reports on productivity and quality and reported the same to the Team Lead

Skills:

