



RANITHA JEYASINGH

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SUMMARY

Having 10+ Years of Experience in Macro Automation and Excel Consulting. I am expertized in Advanced Level Formulas & Functions; Creating customized Excel Templates; Building Dynamic Dashboards. I have a strong knowledge in Macro Programming in Excel and PowerPoint. I am also expertized in Developing & Designing PowerPoint Templates. I am having vast experience in Data analytics and MIS Reporting by connecting Local/Cloud Database/REST API. I have experience in working with VSTO addin development.

Founder of Gineesoft Solutions and we are providing training, automation project & staffing services to our customers. I also have 8+ Years of Experience in Corporate Training for Advanced Excel, VBA Macro, Powerpoint and MS Office applications.

ACADEMIC PROFILE

- **M.B.A (Systems & Marketing)**, SSN School of Management.
- **B. Tech (IT) (Bachelor of Information Technology)**, Anna University.

WORK EXPERIENCE

Working as Consultant and Trainer on MS Office Applications and VBA Macro Programming Projects from December 2016 to till date.

Key Roles & Responsibilities:

- Creating Excel Dashboards for their clients
- Developing VBA Macro Automation projects in Excel, PowerPoint and Access
- Providing application-based corporate trainings on MS Office, Power BI, Power Automate and Ui Path for Working professionals.
- Create MIS Reporting and Data Analytics Reports for Corporates.
- Create VSTO Addins and applications

Worked as Software Analyst and Excel Macro Programmer at Bally Technologies from September 2015 to December 2016

Key Roles & Responsibilities:

- Designing Excel Templates for the MIS Reporting Team
- Extract data from Seibel and to provide summarised report for the Top Management
- Dynamic Dashboards to depict the company's Weekly Backlogs
- VBA Macros to Auto refresh Seibel Cube and generate report.
- Administered Time Entry Allocation Tool to maintained reliable revenue reports for management.
- Automated PowerPoint with VBA Macro's for Weekly Reports

Worked as a Corporate Manager and Excel Macro Consultant at Excel Prodigy Training & Consultancy Pvt. Ltd. from March 2013 to September 2015

Key Roles & Responsibilities:

- Designing Excel Templates for Excel Prodigy & their clients
- Developed VBA Macro Automation for Various MNC's to automate their Manual and complex activity in Excel & PowerPoint.
- Handling Clients from Various MNC's, Involved in Lead Generation & Lead Conversion
- Brought New Successful training assignments which facilitated the growth of the organization.
- Maintains Client Relationship with the existing clients for various training assignments.
- Involved in Maintaining Invoice, Purchase Order, End to End Payment Process through our billing cycle.
- Handled Email Marketing, Facebook Marketing, SMS Marketing and many more.
- Due to my Excellent knowledge in Designing I have also designed Pamphlet, Brochure, Standee's, and Hoardings for Brand Promotion
- Conducted Few Trainings for Corporate Professionals on Advanced Excel & VBA Macro Automation.
- Identifying New Trainers for Empanelment all over India.

Worked as Business Development Executive at STAG Software Private Limited from June 2012 to March 2013

Key Roles & Responsibilities:

- Involved in Cold Calling & Enquiry Handling Activities on Software Testing Projects & Trainings
- Maintaining cordial relations with customers
- Coordinated End to End Staffing Services of Trained Ready Talents
- Developing New Market opportunities for the growth of the organization
- Involved in created Excel Templates for our internal requirement.
- Structured data's for easy processing of comparative reports in Microsoft Excel using VBA Macro's

Few Excel Macro Projects:

Have worked on 200+ Projects on Excel & VBA Macro. Few of them are listed below,

PROJECT 1

Client Name: Reliance Industries Limited

Project Name: Converting Control System Dump file to Required Format

Description: 68 No's of Control Processor (Workbooks) has 33 blocks (Sheets) under each control processor. Each Blocks has 44 Parameters (Columns). From this raw data they need to generate customized report with only 9 required blocks (sheets) where each required blocks need only 16 parameters rest of the parameters (Columns) are to be deleted. Further to this extraction of 9 Blocks (sheets) with 16 Parameters (Columns). All the Details must be extracted into a Single sheet in a required customized format.

PROJECT 2

Client Name: TVS Sundaram Iyengar & Sons Limited

Project Name: Califit Active

Description: Califit Active is a HR tool to generate automated Offer Letter & Compensation letter with breakups based on the salary Package. Excel Templates are designed as per client's requirement with Macro Automation

PROJECT 3

Client Name: Murugappa Group

Project Name: Group Consolidate Report

Description: To Consolidate around 25 SBU's Monthly, Quarterly, Annual Sales & Profit Report using Excel VBA Macro. And to generate Automated PowerPoint using PPT Macro to convert Excel Data into images and then to align into PowerPoint at various slides.

MY SKILLS

TECHNICAL SKILLS:

- Expertized & certified in Microsoft Excel
- Strong Knowledge in VBA Macro Programming in Excel & PowerPoint
- Proficient in Microsoft Word, PowerPoint, Project & Access
- Experienced in creating PowerPoint Designed Templates & Excel Formulae Based Templates
- Familiar with Adobe Photoshop & Illustrator.
- Excel Dashboard & Template Creation
- Data Analysis & Reporting
- Establishing Connection between Cloud and Local Database (Oracle, MSSQL, MYSQL)
- Extracting Data from REST API and Handling JSON Data using Excel Macro
- Database Management

STRENGTHS

- Expertized Programmer in Excel VBA Macro & Macro for other Applications
- Strong Knowledge in implying Various Formulas & Functions in Excel depending on the requirement.
- Passionate towards Technical Knowledge & Development Process
- Quick Learner and have strong desire to learn new technologies.
- Ability to understand client's business and provide dynamic solutions according to their future needs.

CERTIFICATIONS

- **Microsoft Certified Master**
- Microsoft Office 2013 Specialist – Word Expert
- Microsoft Office 2013 Specialist – Excel Expert

PERSONAL DETAILS

FULL NAME: Ranitha Jeyasingh

DOB: 03/09/1989

Nationality: Indian

Languages Known: English, Tamil

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RANITHA J

Date:

Few Clients List



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