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# V Srinivasa Rao

## SUMMARY

To work in a progressive organization that incorporates varied spectrums of work & diversity, this endows consistency, competency & expertise in professional as well as social spheres, enabling collective excellence and technical growth, personal fulfillment with welcome attitude for new ideas and concepts to enhance the overall growth of the organization.

## SKILLS

- Business Continuity Planning
- Recovery Strategies
- Incident Management
- Attention to Detail
- Risk Mitigation
- Resource Management
- Recovery Management
- Self Motivation
- Procedure Reviewing
- Training Program Development
- Written Communication

## EXPERIENCE

January 2022 - Current

**Business Continuity Management Role Cognizant** | Hyderabad, India

- Developed and maintained continuity plans for multiple departments across the organization.
- Analyzed business processes to identify potential risks and develop strategies to mitigate their impact.
- Conducted workshops with stakeholders to ensure awareness of business continuity requirements.
- Developed recovery strategies based on the results of risk assessments, technical reviews, and stakeholder input.
- Prepared and submitted positions and information response to enable business to maintain critical operations in event of major disruptions.
- Analyzed current processes and procedures to identify potential risks and vulnerabilities.
- Conducted periodic reviews of existing plans and identified areas for improvement.
- Developed, implemented and maintained Business Continuity Plans to ensure that business operations can continue in the event of a disruption.
- Created training programs for staff on how to respond during an emergency situation or crisis situation.

February 2014 - January 2022

**Compliance Coordinator Cognizant** | Hyderabad, India

- Responsible for acting as first point of contact for new & experienced hires at all levels who are seeking advice, guidance and support on Compliance or disciplinary related queries
- Organizing new hires orientations as a part of project specific onboarding formalities across offshore and onshore locations
- Managing the exit formalities for the associates
- Assisted in internal and external audits while creating samples for audit purposes
- Conducting disciplinary, grievance and compliance meetings on the work locations on monthly and annual basis
- Generating employee-tracking reports each month
- Keeping track of associates client and BU level certifications on monthly and annual basis
- Identify actionable insights, suggest recommendations through effective communication
- Conducting checks on project level accuracy and report the same to VMS
- Created Standard Operating procedure of the security session.
- Ensured compliance with company policies and procedures throughout the team.
- Coordinated annual reviews of company policies by external auditors.
- Conducted compliance training programs and issued regular memos detailing compliant work practices to promote employee awareness of

company policies.

- Maintained compliance frameworks, policies and documentation to support audits.

December 2009 - January 2014

### **Senior Process Executive**

- Tracking the status of the orders till it gets delivered to customers:
- Prioritizing order
- Order status
- Reason for order on hold
- Providing the order information and updating internal & external customers through E-mails and also manual invoices
- Establish communication and co-ordination as needed with sales, professional services team, customer and all other departments regarding order status and inquiry
- Performing quality checks and monitoring the SLAs of the team of 12 members acting as Subject
- Matter Expert (SME)
- Developed new talent hires and cross trained in different processes and mentored less experienced associates
- Created extensive test case scenarios to properly analyze new system processes were functioning correctly across multiple lines of business
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## **EDUCATION AND TRAINING**

### **M. Com**

Osmania University, Hyderabad  
GPA: 70%

### **B. Com**

Osmania University, Hyderabad  
GPA: 77%

### **Intermediate**

Kendriya Vidyalaya, Hyderabad  
GPA: 80%

### **SSC**

Kendriya Vidyalaya, Hyderabad  
GPA: 80%

**Diploma in PGDCA** | Accounting

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## **INTERESTS**

PERSONAL DETAILS , Hobbies: Reading books, badminton,  
DECLARATION , I hereby declare that all the above-mentioned information are true to the best of my knowledge and are not subjected to forgery. Date: 8/2020 Srinivasa Rao Vudaragudi




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## LANGUAGES

Hindi, English, Telugu

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## LANGUAGES

<b>English:</b>	C1	<b>Hindi:</b>	C1
			
Advanced		Advanced	
<b>Telugu:</b>	B2		
			
Upper Intermediate			