

CONTACT

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E-MAIL

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ADDRESS

Andrahalli, Bangalore

EDUCATION

Master of Business Administration (MBA)

(Finance & Marketing)

B.COM

Vivekananda Degree College

Pre- university Education Board

East West Institute of
technology

Karnataka state Board

B G National Public School

SKILLS

- Advance Excel, MS Word
- Tally ErP9
- Presentation skill
- Leadership Quality
- Adaptability
- Team Player
- Quick Learner
- Ready to accept Challenger

LANGUAGES

- Kannada
- English
- Basic Hindi

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Carrer Objectives

To pursue a career in an organization which provides a healthy work environment allows me to grow professionally and to get an opportunity where I can make the best and contribute to the organization growth.

Experience

Rajesh Exports Limited (2017-2019)

Account executive

- Maintaining and recording the business transactions.
 - Preparation of weekly MIS & Escalation to the stock holders.
 - Verification of entries prepared by sub team related to payments, expenses etc.
 - Bank Reconciliation Statement.
 - Invoice entries in GST Portal.
 - Preparation of Purchase & Sales statement for GST Payment.
 - Assisting and supporting for the audit.
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Flatworld Solutions Private Limited (2020-2022)

Process Associate

- Handled Mortgage loans process of the US Clients.
 - Worked in the Initial disclosure of loans lines.
 - Verifying and uploading the Clients loan documents.
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Atyati Technologies Private Limited (2022-2024)

Administration Executive

- Facility Management, Procurement process, handling invoice payments, Vendor Management, Travel Management, Stock Maintenance.
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Accenture (3 Months from 2024 to 2025)

Insurance Operational Executive

- Maintained records of Insurance renewal notices and Renewals done for Insurance Clients.

Hobbies

- Reading Novels, Playing cricket.