

BHAVANA M B

Contact

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Education

Bachelor's in Commerce (B. Com)
MLA FGCW - 2012

Pre-University Education
MLA College - 2009

SSLC
Sri Vidya Kendra - 2007

Objective

A responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company and to secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills.

Skills

- Communication
- Strong Decision Making
- Organizational Skills
- Team Work
- Presentation skill
- Self-Motivated
- Leadership

Experience

- **Administration** [SHISHYA BEML PUBLIC SCHOOL]
- **Specialist Government Claims**
[OCWEN FINANCIAL SOLUTIONS PVT LTD]
- **Product Management Associate** [INFOSYS BPO LTD]

Professional Skills

- Enduring SAP Basic online Training
- Basic Six Sigma Certified
- Certified in Basics of Financial Markets
- MS Office tools and Tally ERP 9.
- Creative Teaching
- Development of Soft Skills

Job Responsibilities

Administration

OCT 2019 – JUNE 2022

SHISHYA BEML PUBLIC SCHOOL

- Handling Library and assisting with coordinators for Library operations and activities.
- Perform clerical duties
- Preparing presentation for Meetings and Orientation programs.
- Scheduling Interviews for new hires and conducting Interview for New Admissions.
- Event Coordination.
- Provide reference and work collaboratively with faculty to plan and prepare activity work sheet to students according to books.
- Handling the procedures of Olympiad examination for the students.
- Evaluation of library services, policies, and procedures.
- Planning and executing Book Exhibitions for Parents and children in School for PTM
- Creating, editing and uploading academic videos in school website/application

Specialist Government Claims

Sep 2014 to March 2019

OCWEN FINANCIAL SOLUTIONS PVT LTD

- Validate the Vendor Invoices and process the payment through automation application with Accounts Payable.
- Handle Disputed Invoices, Reports, Vendor queries and Payments status.
- QC on claims as per state guidelines.
- Handling mailbox.
- Verify and Extract the loan documents for claiming process
- Provide the Borrower Information and Loan documents (Property Appraisal, Deed, Invoices and Insurance document) to the respective BU.
- Update the Eviction details and Process the Invoice manually for Attorneys.
- Handling Document request and Preservation Mailbox.
- Monitoring, Coaching and Feedback for the team.
- Assist the Inspection team on creating auto comments by scripting order detail.

Achievements:

- Promoted as Specialist Government Claims effective from April 1st, 2016.
 - Consistent Spot Performance Award received in Q2, Q3 & Q4 2017 and Q1 to Q4 2018.
 - Service Excellence Award.
 - Recognition for participating in company events
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Product Management Associate

July 2012 to Oct 2013

INFOSYS BPO LTD

- Business process related to Order for goods (Products).
- Contact the Suppliers (onshore) through Email and Online Application
- As per the products in stock, create quotes and contact suppliers through email and online application.
- Renew the line items as per the stock availabilities
- Notify the suppliers through email regarding Stock status
- Handle queries from buyers for resale of the product cost with the estimate cost.
- Received appreciation emails from the onshore for the effective work and immediate response.

Personal Details

Name	Bhavana MB
Father Name	Balakrishnan MR
Husband Name	Shiju C
DOB	21 st September
Gender	Female
Language Known	English, Kannada, Hindi, Malayalam, Tamil
Interested In	Dancing, Reading, Listening to Music