Thejeswini Chatta

No.22, 3rd B Main,13th Cross, Cholurupalya, Magadi Road,

Bangalore- 560023

Karnataka

[chattathejeswini71@gmail.com](mailto:chattathejeswini71@gmail.com)

+919391657857

## Objective

To land in BPO operations and be a part of a professionally managed organization that provides excellent opportunities and scope for learning and individual development.

## Professional Experience

6 years of experience as a Data Analyst from Jan 2017 to May 2023 at ECO GREEN SOLUTION SYSTEMS (P) LTD.

## Academic Accomplishment

* MBA in Finance from PVKK Institute of Technology, Anantapur with an aggregate of 83% in 2016.

## Roles and Responsibilities

* MIS Reporting.
* Tracking, reviewing, approving, and issuing invoices.
* Uploading and archiving invoice data, as well as filing contracts.
* Assisting with past due or denied invoices.
* Invoice entry to the system.
* Invoice verification and validation.
* General administration such as booking conference calls, meeting rooms, coordinating meetings, hotel and flight bookings.

## Key Skills

* Excellent communication and analytical skills.
* Expertise in achieving customer satisfaction.
* Proficient in MS Word, Excel, PowerPoint and Access.

## Strengths

* Hard Working
* Quick Learner
* Positive attitude.

## Personal Tenets

* Good conversationalists.
* Good observer.
* Willing to learn and implement new technologies.

## Personal Details

Name :  Thejeswini C

Date of Birth :  14- April- 1994

Nationality :  Indian

Gender : Female

Marital Status :  Married

Languages Known : English and Telugu.

## Declaration

I hereby assure you that the information given above is true to my knowledge and belief.

Place: Bangalore Date: Thejeswini . C