

Dharshan.S

Kenthala Katary (P.O.)

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**OBJECTIVE:**

To attain a position where I can contribute as well as gain knowledge and expertise to enhance my skills and be in line with the vision of the company and achieve the goals therein.

**EDUCATIONAL QUALIFICATION:**

COURSE	NAME OF THE INSTITUTION	YEAR OF PASSING	% OF MARKS
SSLC	Chamraj Hr. Sec. School.	2004-2005	77%
HSSLC	Chamraj Hr. Sec. School.	2006-2007	85%
B.Com(CA)	Hindusthan Arts & Science College,Cbe.	2007-2010	60%
M.I.B	Hindusthan Arts & Science College,Cbe.	2010-2012	78%

## **Work Experience : 6 Years In Infosys Bpo Limited(24-Dec-2012 to 01-Mar-2019)**

- **F&A (Finance & Accounting) – Assistant Accountant(16-Jan-2016 to 01-Mar-2019)**

Creating Opportunity Id ,Deal pricing system ,Project code creation, Alcon, Confirmation. Working in Sap portal to pull the AR report assign to consolidate the invoices for the payment. , Project Management system RAR (Revenue At Risk) to assign for the project codes are still unclosed. IDS(Invoice dispatch system) received from client to dispatch according to the Scenario, SWO & PWO ID creation for the document, LOE Creation and documents uploading in OMS(Order Management system. Sending the AR & RAR report on time. Clarifying the quarries between FA & Client regarding the documents uploading. I have successfully completed my T – 100 domain certification course.

- **HRO Process : Senior Process Executive (15-June-2014 to 16-Jan-2016)**

Handling NSR Registrations for Joiners and completing their Bio Metrics with 100%. Document verification for all the Joiners. Taking care of Travel and Reporting for the Joiners who clear the trainings. I have successfully completed my T – 100 domain certification course.

- **A Leading Electronics Distributor Company(ARROW) – Process Executive(24-Dec-2012 to 15-June-2014)**

Working in Citrix using Mainframe application to analyze the data which is driven from the web based application. After analyzing the order we will expedite for improving the ship date which is not meeting the customer requirement. As a Customer Service Representative i have always tried to delight my customer.

I have successfully completed my T – 100 domain certification course.

Received five years completing award from Mr.Anantha Radhakrishnan Ex-Ceo & MD of Infosys Bpo Ltd .

### **Axis Bank (July 2022 - Present) - Assistant Manager.**

Handling Personal,Two aand Car Loan (Operation team

## **COMPUTER SKILLS:**

1. TALLY
2. MICROSOFT OFFICE
3. INTERNET

**PERSONAL DETAILS**

**Name: Dharshan. S**

**Father's Name: R . Sekar(Late)**

**Mobile No: 7406657201**

**Marital Status : Single**

**DOB :10/10/1989**

**LANGUAGES KNOWN:**

Tamil	R/W/S	English	R/W/S	kannada	S/Only
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**DECLARATION**

The above furnished information are true to the best of my knowledge and belief.

**(DHARSHAN.S)**