




Prem Kumar

Fresher

My Contact

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-  Chennai

Hard Skill

- Financial modeling and reporting
- Financial systems and market Finance analysis and mangement
- Investment Banking
- Advance MS Excel, Word, Power point
- Data visualization, VBA, macros

Soft Skill

- Active learning
- Communication
- Problem solving
- Quality management
- Analytical skills
- Interpersonal skills

Education Background

- Loyola college - PULC Distance
Master of Business Administration
Completed in 2023 - 60%
- Loyola college chennai
Bachelor of Business Administration
Completed in 2021 - 60%
- Vivekananda vidyalaiya school
HSC
Completed in 2018 - 72%
- Vivekananda vidyalaiya school
SSLC
Completed in 2016 - 85%

Professional Certification

Certification in Global investment Banking &
Advance Excel at Skillmary Learning
Private Limited

BRIEF SUMMARY

Proactive and dedicated graduate seeking to leverage formal education and internship experience to obtain a position . Highly skilled in basis accounting, data functions, and team collaboration. Ability to work independently and as a cooperative team player to achieve goals in a high pressure and deadline-driven environment.

Professional Experience

ACCENTURE | Transaction processing representative
2022 - 2023

Responsibility :

- Answered inbound mail from customers regarding their transactions and query
- Investigated and resolved customer inquiries and complaints in a timely manner
- Processed customer issues according to company guideline
- Answered customer mail and provided information about Products and services
- Created new customer accounts and processed customer orders
- Assisted customers with insurance account changes and Processed customer returns
- Monitored customer changes for took appropriate action
- Investigated and resolved customer complaints
- Verified customer information and processed customer query

Project

MARKETING INTERNSHIP

- Marketing in wholesalers to retailers Managing marketing strategy
- Build relationship with customers
- Undertake market research, Understand the and customer preferences, create marketing strategy and budgets, oversee the creation of marketing materials and content, and perform all other relevant tasks essential for Increasing the business's salestrends.