

BHARGAVA PATEL

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6062 Park Bend Ave
Braselton GA 30517

PROFILE

Versatile customer service professional looking to take on increasing responsibility. Thrive in fast-paced environments and maintain calm in challenging situations. 17 years of experience and ready to move into a customer service representative position.

EXPERIENCE

Manager, 06/2011 to 04/2018 Harsiddhi Corp - Knoxville, TN

- Responsible for daily, weekly and monthly account activities including timely accurate accounts payable, accounts receivable, payroll, bank account reconciliation, cash receipts, disbursements, invoicing and preparation of daily bank deposits.

Accountable for preparation and delivery of month-end closings and financial reporting activities to the accountant.

Deposit Operations Specialist, 03/2003 to 04/2011 Pelican Inc. - Oakwood, GA

- Processed foreign items and returned mail
- Processed chargebacks
- Compiled general ledger entries on a short schedule with nearly 100% accuracy
- Enter customer payments into system on a daily basis
- Track all money received and preparing deposits

EDUCATION

Course in Banking and Finance for 3 years from Gainesville College, Oakwood, GA

BootCamp Course in Full Stack Coding - 6 Months - Georgia Tech, Atlanta, GA

SKILLS

- Verbal and written communication
 - People-oriented
 - Personable
 - Motivated team player
 - Strong client relations
 - Exceptional communication skills
- Retail sales
- Employee relations
- Quick learner
- Customer-oriented
- Proficient in cash management
- Goal-oriented
- Detail-oriented
- Cash handling and management
- Excellent work ethic