

Name: Rekha Ramswaroop Jajoriya

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• **Currently working at Dr.Batras as Sr.Executive from Jan,2023 to till.**

- Reporting to COO of the company
- Preparing Daily/Weekly/Monthly Mis.
- Preparing Weekly/ Monthly PPT for board meeting.
- Part of top management team and help in enhancing brand image of the company to assist COO of the company.
- Preparing returns data from gst file Monthly/ Weekly.
- Retrieving data from various sources and prepare analysis independently.
- Organizing various information. To ask questions & seek information in areas pertaining to various discussions which take place in meetings.
- Preparing & circulating MOMs with regular follow up & assisting wherever inputs are required.
- Assisting COO in various research on topics required. Collating & integrating data for weekly meetings & preparing PPTs accordingly.
- MIS, Sales analysis, Variance analysis.
- Independently handling Amazon, Flipkart and Jio mart portal for listing, discounting, sales & more.

• **Accomplished ICICI Securities as Executive (Feb 2021 – Jan 2023)**

RESPONSIBILITIES -

- KYC process, Query Desk handling, Service Request clearance of customer, risk up gradation and Providing resolution of ticket raised by clients, Generating MIS reports.
- Preparing Weekly/Monthly PPT for MD and Board meeting.
- Helping customers to resolve their Query and complaints regards their D-Mat Account.
- Tracking customer escalation to identify recurring trends and feedback reached to the concerned department and corrective action taken.
- Providing solutions to the customers considering all the quality and compliance parameters along with data protection.
- Managing high level communication with clients and internal leadership on all escalation.
- Making client aware about risky trading based on client trading history via email.
- Verifying documents of clients and taking decisions that clients is eligible for not for risky trading and transactions.
- Auditing the orders which is punched by clients and advisors.
- Converting clients profile as per clients requirement based on clients decision.

- As per I-sec application checking clients profile and checking trading history of clients
- Making client aware about risky trading based on client trading history via email.
- Daily and monthly MIS reports generating, clients reports & Daily comparison report.
- Preparing Target VS achievement MIS.
- At the end of day generating MIS report, Managing Data with the help for V look up formula and submitting reports to the manager.

Profile - Transaction Processor Associate

Accomplished Transaction Processor Associate with 1+ Yr experience at Accenture for Trigent (Sept 19- Nov 2020).

Project Name HCSC - Client Name Accenture

RESPONSIBILITIES -

- Medical Billing and Account Receivable
- Investigate the claim, check every entry and pass it.
- Working experience on Citrix and Emulators.
- Auditing the claim
- Checking claims.
- Checking errors in transactions and making corrections in transactions while passing the claim

QUALIFICATION –

- SSC passed from Maharashtra in 2014
- HSC passed from Maharashtra in 2016
- B.COM passed from Maharashtra in 2019

COMPUTER KNOWLEDGE-

- MS OFFICE, Power Point, MS Word, MS-CIT, MS Outlook, MS ECXEL, Advanced excel, Mis reports, V look up, H Look up, tables.

PERSONAL DETAILS-

- Marital status : Married
- D.O.B : 21/01/1998
- Gender : Female
- Hobbies : Dance, Craft, Quilling.
- Nationality : Indian
- Languages known : Hindi, English, Marathi And Rajasthani

SELF EVOLUTION –

- Good communication and Preventative skills
- Quick learner adaptive to changing environment, eager to learn

DECLARATION- I here by declare that the particulars furnished above are true and correct to the best of my knowledge. I assure, if I have given a chance, I will execute my work to the fullest satisfaction of my superiors.

PLACE: - Mumbai

Rekha. R. Jajoriya

8291825961