SAKSHI PATLE

👤 SUMMARY

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

📞 +91 8767010572

✉ Sakshipatle210702@gmail.com

📍 At + Post Mohagaon (KH)
   Tumsar, Bhandara (MH).

SOFT SKILLS

- Communication
- Problem solving
- Team work
- Leadership

TECHNICAL SKILLS

- Ms–Office
- Excel
- Word
- Tally
- WINDOWS 7, 8.1, 10
- Accounts payable/ Receivable

STRENGTHS

- Positive Thinking
- Polite
- Sincere & Hardworking
- Good communication skill

HOBBIES

- Reading
- Watching Movies

LANGUAGES

- English
- Hindi
- Marathi

💼 WORK EXPERIENCE

Business Process Associate- TATA CONSULTANCY SERVICES
20 Oct 2023 – Present

- Working for one of the UK's Leading Life Insurance & Pension provider company.
- Driving initial process training with team for new joiners followed by process training and query support.
- Providing requested information to the new client as a part of Policy Servicing Unit.
- Perform internal activities 100% adherence to project timeline quality standards and expected efficiency.
- Complaint handling, Email acknowledge and updating customer on policy process.
- Preparing monthly reports and Work allocation to team members.

Accountant - JINDAL AUTO SPRINGS
July 2023– October 2023

📖 EDUCATION

- **MASTER OF COMMERCE (COMPUTER MANAGEMENT)**
  RAMAJI PANDAV INSTITUTE OF COMPUTER AND BIOLOGICAL STUDIES NAGPUR (RTMNU) University
  Year: Pursuing, Score: –
- **BACHELOR OF COMMERCE (B.COM)**
  S. N. MOR COLLEGE TUMSAR (RTMNU) University
  Year: 2023, Score: 70.66%
- **HIGHER SECONDARY CERTIFICATE (H.S.C)**
  Janta Junior College, Tumsar
  (Maharashtra State Board)
  Year: 2020, Score: 76.00%
- **SECONDARY SCHOOL CERTIFICATE (S.S.C)**
  Gram Vikas Highschool Hardoli
  (Maharashtra State Board)
  Year: 2018, Score: 89.20%

🏅 ACHIEVEMENTS

- National Service Scheme (NSS) volunteer during bachelors
- Process star of the month award and Applause award
- Appreciation from the management for 100% quality maintenance