

PRIYANKA BHAVESH PATEL

Address: 21F/1 Sanskar Apartment, near dharma cinema road, Mahesana-2

Contact no: 9016965106/9163825446

Email: nehadhanuk123@gmail.com

CAREER OBJECTIVE:

- To work in an organisation that gives me opportunities to showcase my talent and helps promote my all round growth.
- To work in any domain, in IT/BPO industry, and achieve a position of responsibility within the organisation.

PROFICIENCY: Basic computer knowledge, hands on experience in SAP and MS-Excel.

ORGANISATIONAL EXPERIENCE

COMPANY: Genpact

PERIOD: August 2017 – May 2019

DESIGNATION: Process Associate

KEY RESULTS AREAS IN GENPACT:

- Invoice processing: Invoice processing of different European regions like Netherland, Finland and Van In.
- T&E claims Accounting: Booking and accounting of 'Travel and Expenses' for multiple locations of the European business.
- Customer Service: Handled multiple numbers of customer queries and resolved in timely manner.

Corporate Accolades:

Actively engaged in the role of BCP SPOC and travelled to business's BCP location to maintain and handle the business's uncertain situation.

COMPANY: Teleperformance DIBS

PERIOD: August 2019- March 2020

DESIGNATION: Customer support executive (Amazon Seller Support)

KEY RESULTS AREAS IN TELEPERFORMANCE:

- Responsible for all types of query of sellers and providing guidance.

- Supporting day to day activities of sellers to concerned departments.
- Tracking the order ID and providing proper information to the sellers.

COMPANY: Aim Placement services

DESIGNATION: HR Recruiter

PERIOD: April 2020- July 2021

ACADEMIC CREDENTIALS :

High school: (Jogamaya Memorial Institute ICSE) 06/2011

High school: (Holy Home ISC) 06/2013

Bachelor's: B.com (Hons) Hooghly Mohsin College 06/2016

PERSONAL DETAILS :

Core Competence: Curious to learn, enthusiastic and self motivator

Date of birth: 26th August 1995

Gender: Female

Marital status: Married

Strengths: Written and verbal communication skill, dedication towards work, punctual, strong analytical abilities and problem solving skills.

Languages known: English, Hindi, Bengali, Gujarati

Hobbies: Cooking, Travelling and listening music's