

KARISHMA D.CHAUDHARI
B/17 VRJESHVARI SOCAITY
BANSIDHAR PART- 2 CHANDKHEDA
SABARMATI AHMEDABAD- 382424

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Career Objective:

To work for an organization that promises a creative and challenging work in a progressive environment with co-operative work culture that fosters the steady growth of the organization and myself.

Professional Qualification & Academic Profile:

Qualification	Subjects	University/ College	Year of passing	Percentage of Marks
M.COM	Finance & Account	Gujarat University	Pursuing	NA
B.COM	Account	Gujarat University	2017	60.00 %
HSC	Commerce	H.H.Patel High School	2014	65.20 %
SSC	General	Primal Vidhyalaya	2012	61.20 %

Experience

Company : Tata Consultancy Services (TCS)
Designation : Senior Process Associate
Role : Subject matter expert (SME)
Time Period : 20th June, 2017 to till date

Job Description:

Role: Subject Matter Expert (SME)

- To monitor and manage pre/post sales order inflow for various services with onshore as well as offshore team.
- Allocation/assignment of sales orders to team members.
- Follow up of orders status and completion with different onshore/offshore team to meet TAT.
- KT Lead for the team. To conduct training for new in scope services and products.
- To prepare Training documents, MIS report and other process level documents.
- To support the team in production when volume is high during Month-end.

Personal Profile:

Name	KARISHMA D.CHAUDHARI
Father's Name	Dipak Bhai R. Chaudhari
Mother 's Name	Kavita Ben D. Chaudhari
Hobbies	Music, Games
Date of Birth	30 July, 1997
Marital Status	Single
Languages Known	Hindi, Gujarati, English & Marathi
Nationality	Indian

Declaration

I hereby declare that all the information given by me is true to the best of my knowledge

Date:
Place: Ahmedabad

Yours faithfully
KARISHMA D.CHAUDHARI