

PADMANABHAN R

Date of birth: 10/11/1996 | **Nationality:** Indian | **Gender:** Male | **Phone number:** (+91) 7907175004 (Mobile) |

Email address: padmanabhanr1996@gmail.com |

Address: TC 37/1163, DTSRA - 70, Srichakra, Deekshithar Street, Fort P.O., 695023, Trivandrum, India (Home)

● ABOUT ME

Experienced Process Associate with strong skills in financial modeling, data analysis, reporting and customer services. Proficient in Accounting and Documentation, I bring a keen eye for detail, problem-solving abilities, and adaptability. Eager to leverage my educational background and communication skills to contribute effectively to financial decision-making and strategic planning.

● WORK EXPERIENCE

15/09/2021 - 13/02/2024
PROCESS ASSOCIATE RR DONNELLEY

- Provide high quality, real-time assistance in support of client projects.
- Responsible for word processing, data entry, revisions
- Incorporations in a variety of software tools and systems
- Successfully delivered all the projects within the stipulated time period.
- Ensuring timely and effective handling of client query regarding billing and invoices.
- Achieved rapid cross training in billing, successfully clearing the backlogs and queue, presented comprehensive statistics to the client.

25/11/2017 - 31/10/2018
CUSTOMER SUPPORT ASSOCIATE FUTURE RETAIL LTD

- Improving engagement with merchandise and providing outstanding customer service.
- Resolve customer complaints and issues in a timely and professional manner
- Serves customers by helping them select products.
- Drives sales through engagement of customers, suggestive selling, and sharing product knowledge.

● EDUCATION AND TRAINING

2017 - 2021
GRADUATION IN BACHELOR OF COMMERCE Kerala University

2012 - 2014
HIGHER SECONDARY NSS Higher Secondary School, Palkkulagara

2011 - 2012
HIGH SCHOOL chinmaya vidyalaya vazhuthacaud

● LANGUAGE SKILLS

Mother tongue(s): **TAMIL**
Other language(s): **ENGLISH, MALAYALAM, HINDI**