

Dimple.V. Dagar

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Location-Ahmedabad

EDUCATION

EdYoda Digital University, India **Oct'2021 – Present**
6-Month Certification | Program Name - Data Science

University/College Name (Gujarat University), Ahmedabad **July'2013 –**
Apr'2016
Degree Name | B.com

- **Percentage:** 66%

12th std (The Every Green School) Ahmedabad **Mar'2013**

- **Percentage:** 72%

WORK EXPERIENCE

TCS, Location -Ahmedabad **Apr'2018 – Present**
Position/Job Title - Process associate

- **Achievements** - I have Achieved continue on top position in 2019 to till date.
- **Responsibilities 1**- Receive details for processing, Update the system to reflect action being taken, In case of discrepancies, contact supervisor as detailed in the protocol/defined guidelines.
- **Responsibilities 2** - Maintain client and corporate record for audit as per client / TCS requirement.
Adhere to compliance requirement. As per Process associate, also handle Back up process coordinator work and Quality analysis work. I also give training to new joiner and analysis their accounts and update on portal. Working in Utility Domain in SAP and CRM related to Account payable and Generating Billing.

NexTech Infoway Company, Location -Ahmedabad **Sep'2017 – Apr'2018**
Position/Job Title - Accountant

- **Responsibilities 1** - I have handled accountant position on this company, As accountant my responsibilities were making Salary slips, Bank reconciliation, Account payable/Receivable/Journal entries, Sala/ Purchase entries.
- **Responsibilities 2** - Also worked on presentation and training part.

Simran Pvt Ltd, Location -Ahmedabad **Aug '2016 –Aug'2017**
Position/Job Title – Back Officer

- **Responsibilities 1** – As back officer I have worked in KYC department (like co-verification) for two companies 1.) Bharti Axa & 2.) Max life insurance. On that position my responsibilities were verify customer document for approved loan or insurance claim (Its high-risk process).
- **Achievements** – I have verified more than 500 document and make their file successfully, also found more than 5 frauds. (Apr,2017).

SKILLS & CERTIFICATIONS

SKILLS

- Good communication skills
- Ability to work within a team
- Positive attitude
- Self-motivated
- Result oriented

- Accurate work
- Ability to work under pressure, managing deadlines and effectively prioritizing work.

TECHNOLOGY SKILLS & CERTIFICATIONS

- **Programming Languages** – Tally Accounting (ERP9), Python, HTML(Basic), Data Analytic
- **Databases** – MySQL
- **Tools** – SAP, CRM, Microsoft office (MS word, Excel, Power point), Git hub, Visual studio, sublime text
- **Certifications** – Tally Accounting, Python

AWARDS & ACHIEVEMENTS

Award Name	Award Date	Award Category	Award Subcategory
<i>Service & CommitmentAward</i>	<i>25-Apr-2021</i>	<i>Service Awards</i>	<i>Service Award</i>
<i>BPS Star Performer Awar</i>	<i>21-Dec-2020</i>	<i>BPS Awards</i>	<i>Star Awards</i>
<i>BPS-PerformanLinked Reward (PLR)</i>	<i>07-Nov-2019</i>	<i>BPS Awards</i>	<i>Monthly Awards</i>
<i>BPS-PerformanLinked Reward (PLR)</i>	<i>06-Nov-2019</i>	<i>BPS Awards</i>	<i>Monthly Awards</i>
<i>BPS Topaz GoGetter Award</i>	<i>12-Aug-2019</i>	<i>BPS Awards</i>	<i>Star Awards</i>
<i>BPS Star Performer Awar</i>	<i>02-Jul-2019</i>	<i>BPS Awards</i>	<i>Star Awards</i>

DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief.

Place: Ahmedabad

Dimple V. Dagar