

Gayatri Nadar

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Objective:

To obtain a potentially dynamic and challenging position that aligns with my experience and further enhances my knowledge by offering continuous learning prospects to attain and maintain overall growth.

Experience Summary:

- Over 4.9 years of experience in back-office process.
- Proficiency in Microsoft Office tools.
- Knowledge of Advance Excel features.
- Has the motivation to take independent responsibility as well as ability to contribute and be a productive team player.
- Ability to adapt to new environment quickly, strong team player, good communication, good analytical and computation skills, enthusiastic learner, confident, sincere and committed.
- Good team member, positive attitude and result oriented Self-motivated, quick learner, willing to adapt to new challenges.

Academic Profile:

- **M.Com (Accounts and Finance)** from **N.E.S Ratnam College** in the year 2020 with an aggregate 59.31%.
- **B. Com** from **N.E.S Ratnam College** in the year 2010 with an aggregate 63%.
- **HSC** from **Vani Vidyalaya College** in the year 2008 with an aggregate 47.08%. ○ **SSC** from **Bright High School** in the year 2008 with an aggregate 64%.

Professional Experience:**Accenture Solution Pvt Ltd****(Dec 2018 – Till Date)****Position:** Senior Associate**Responsibilities:**

- Processing various types of tickets as per the given request.
- Onboarding new clients on to the system.
- Sharing new updates related to ticket processing within team.
- Auditing tickets processed by team members.
- Raising JIRA Log in case of any technical issue.
- Contacting clients incase of any data discrepancy.
- Preparing EOD report.

Personal Details:Date of Birth : 27th January 1996

Religion/Nationality : Hindu/Indian

Languages Known : English,Hindi,Tamil

Declaration:

I hereby declare that all the information given above is true to the best of my knowledge.

Gayatri Nadar

Place:Mumbai

Date:08-09-2023