

RESUME

Bhagyashree Annappa Naik
Rajashekar Building,
10th cross, Pragathi Nagar,
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Bangalore.
Karnataka- 560100
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OBJECTIVE:

Ready to work with your esteemed company where I can enhance my skills and ability and work well with people in a healthy environment.

EDUCATION SUMMARY:

COURSE	BOARD/UNIVERSITY	SPECIALIZATION	YEAR OF PASSING	PERCENTAGE
DIPLOMA	Department of Technical Education	E&CE	2014	72.65%
PUC	Govt PU College Kumta	Science	2011	58%
SSLC	GIBB English Medium High school Kumta	—	2009	62%

WORK EXPERIANCE:

- **Schneider Electric Pvt Ltd Bangalore.**
Worked in PCB testing Department for 1 Year.
- **Yazaki India Pvt Ltd Bangalore.**
Worked as a **Quality Inspector** for 1 Year.
- **Trelleborg India Pvt Ltd. Bangalore**
 - Worked as a **Quality Inspector.** (From January 2017 to January 2020)
 - Worked as an **Order Processing Executive.** (From January 2020 to January 2023)

TECHNICAL SKILLS:

- M.S office.
- ERP : Working in INFOR M3.

SKILLS/SCOPE OF WORK:

- Respond to customer queries in a timely and accurate way, via phone, email or chat.
- Orders punching and timely sending order acknowledgement to customer.
- Creating Billing plan and arranging weekly meetings with planning team.
- Checking with production about the status of the parts and invoicing based on order acknowledgment.
- Creating IRN (Invoice Reference Number) manually.
- Liaising with Warehouse team to ship out the materials in time.
- Updating invoices to the customer portal/Email to the concerned person.
- Follow-up for the payments with customers for overdue invoice based on AR team information.
- Identify customer needs and help customers use specific features.
- Update our internal databases with information about useful discussions with customers.
- Share feature requests and effective workarounds with team members.

PERSONAL DETAILS :

Name	: Bhagyashree Annappa Naik
Father Name	: Annappa Naik
Mother Name	: Mangala Naik
Date of Birth	: 30-Oct-1992
Permanent Address	: At: Kasagod, Post: Vandane, Tq: Siddapur, Dist: Uttara Kannada
Language's known	: Kannada, English, Hindi.
Religion	: Hindu.
Nationality	: Indian

DECLARATION:

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

PLACE : BANGALORE.

YOURS FAITHFULLY
(Bhagyashree Naik)