

Prachi Tomar

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Address: Noida, India

Date of Birth: 10/10/2000

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on additional responsibilities to meet team goals. To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

EMPLOYMENT HISTORY

Process Associate ► Genpact, Noaid

Dec 2020 - Sep 2022

- Identified and resolved process issues to encourage smoother procedures, more efficient workflow and overall business growth.
- Responsible for doing manual allocation of task to the other members of the team.
- Handling client calls.
- SME(Subject matter expert) of the process.

Senior Analyst ► Telus International, Noida

Oct 2022 - Present

- Collaborate with team to define business requirements for organizational processes, achieve productivity standard and adhere to accuracy standards.
- Doing allocation of the work to the team memeber
- Peer reviwer.
- Responsible for various reporting and client emails.

EDUCATION

MBA ► Kurukshetra University, Kurukshetra

Aug 2020 - Jun 2022

- HR and Marketing.

BBA ► Kurukshetra University, Kurukshetra

Aug 2017 - Jun 2020

12th ► Scottish International school, Shamli

Apr 2016 - Jun 2017

10th ► Decent public School, Shamli

Mar 2014 - Apr 2015

WEBSITES & SOCIAL LINKS

[Linkedin](#) |

SKILLS

Information updates | Team leadership | Interpersonal communication | Interpersonal skills

COURSES

Course on computer concept

2020 - 2020

Tally erp

2019 - 2019

Basics in computer

2019 - 2019