

# SHWETA REDEKAR



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Panvel (E), 410206



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## ABOUT ME

Performance oriented and responsive. Reliable and organised team member with the ability to communicate effectively and handle office changes. Dedicated associate with experience working in fast paced environment with diverse groups of individuals.

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## SKILLS

Research  
Data analysis

Team player  
Time Management

Verbal Communication  
Multi-tasking

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## EDUCATION

Bachelor of Mass Media  
Pillai College of Arts,  
commerce and Science  
2017

High School Diploma  
ICLES' Motilal  
Jhunjhunwala College  
2014

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## WORK EXPERIENCES

HR Service Delivery Associate  
Accenture Services Pvt Ltd.

April 2022 - October 2022

- Solve routine problems through precedent and referral to general guidelines.
- Worked as a part of HR operations team which is responsible for providing backend HR services to business operations through Taleo and Zendesk
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work related problems

Content Moderator  
Accenture Services Pvt Ltd

January 2020 - May 2021

- Understanding client policy and guidelines and making decisions based on them
- Reviewing user reports regarding website content

**Research Analyst**

**Smarte Inc**

June 2019 - December 2019

- Researching, interpreting, analysing and presenting data related to operations, customers and other information related to the field they work in

## **CERTIFICATIONS**

- Certified Digital Marketing specialist- Marketing Courses Training Academy (Oct 2018 - Dec 2018)