

POOJA P

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OBJECTIVES:

Seeking a job opportunity with a challenging environment, this encourages continuous learning and creativity, providing exposure to new ideas, enhancing personal and professional growth.

Self-motivated, resourceful and good leadership qualities with extensive experience and educational background in the management, training and employee development; exceptional communication skills and good productive work with teams.

Professional Experience:

➤ **Company: Zomato Private Limited and Zomato Media Private Limited (In progress)**

About Company: Zomato is an Indian multinational restaurant aggregator and food delivery company and also provides information about menus and user-reviews of restaurants as well as food delivery options from partner restaurants to customers in more than 1,000 Indian cities.

Designation: Operations Associate (Logistics)

Key roles And Responsibilities: Preparing the summary documents, reports, maintaining internal databases, processing requests, filling required forms and coordinating with the team for the reports and data for day to day activities, working with all the excel formats for the summary preparation.

Tools worked (Re dash - quires , Google sheets , company portals dashboards , Figma - creatives)

➤ **Company: Infosys BPM (2020-2022)**

About Company: Infosys BPM the business process management subsidiary of Infosys Limited, provides end-to-end transformative Digital BPM services for global enterprises.

Designation: Sr.Process Executive (Inside Project – Credit Officer), **Project:** CEVA logistics (ANZ)

Key roles And Responsibilities: Order to Cash, Collection of overdue invoices, Preparing report regarding the project work, Generating Invoice, follow up with clients, Inventory update & maintenance. Calling the customer for over dues payments.

➤ **Company: Blue Star Limited (2018 - 2020)**

About Company: Blue Star Ltd is a one of a leading AC manufacturing & Selling company

Designation: Service Marketing Executive (Sales coordinator & Accountant).

Key roles And Responsibilities: Generating Invoice, follow up with clients, Inventory update & maintenance, Day to day reports upgradation, coordinating with clients and dealers.

➤ **Company: Vantage Agora Marketing Private Limited (2016 - 2018)**

About Company: It is one of the US Insurance back end company, mainly it for US Insurance and taxation and Renewal of Insurance and data entry.

Designation: Insurance Analyst and Trainer

Key Roles: US insurance Auditing, Renewal, Training to New Employees, Giving the Assessments to all the employers in the company (Helped for IT Team).

TECHNICAL SUMMARY:

- Re dash - quires , Google sheets , company portals dashboards , Figma - creatives
- SAP, Invoice Download, Accounts related ,Internet , oracle, Client portal.
- Advance Diploma in Professional Accounting Course (AD-D-PAC)
- Tally ERP.9, MS-OFFICE, AD-EXCEL, NUDI, Power Point
- English & Kannada Type writing

PROFESSIONAL SKILLS AND EXPERIENCE:

- Exceptionally well organized, resourceful and highly motivated with the ability to handle multiple projects and produce timely, high quality work.
- Strong analytical and human relations skills; especially effective in helping customers and associates resolve issues and concerns
- Handling the teams and archived the targets.
- Good communication skills, punctual with time and Work .
- Ability to quick grasp technical aspects and willingness to learn.

ACADEMIC DETAILS:

Bachelor of Commerce's (B.com in Finance) – Passed Out on 2016 PUC –
Passed Out on 2013

HOBBIES:

Traveller, Good foodie, Reading Novels and Historical Books, Chess, Throw ball, Badminton, etc.

PERSONAL DETAIL:

Father's name	:	Putta
Date of birth	:	30-08-1995
Gender	:	Female
Marital status	:	Single
Languages Known	:	English, Kannada, Hindi, Telugu and Tamil
Nationality	:	Indian
Permanent Address	:	#2, 2 nd floor , Sri Ranga Nagar, Banashankari 3 rd Stage, near veerbhadranagar Bangalore- 560085

DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Bangalore

(Pooja P)

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