

## Personal Information

1st cross, Mantapa Road corner  
Goutham #14, C/o HS Rajjana,  
pipeline Road  
Bangalore Karnataka 560057

7022939604

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## Professional skills

**Good in Excel, power point.  
Excellent Analytical and personal  
skills. Team Leadership &  
Personal Effectiveness Positively  
impacting to the initiative Quick  
Learner. Organizational  
capability. Ability to work under  
pressure and successfully  
complete the given work under  
time limits. Can work with team  
as well as independently in  
efficient way.**

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## Languages

### English

Fluent

### Kannada

Fluent

### Hindi

Conversational

### Telugu

Conversational

### Tamil

Beginner

# Reshma K

## Process Associate

## Profile

Process Associate with 2+ years of experience of rebates and catalog, reports and seek leverage to my professional expertise.

## Employment History

### Process Associate / TTK Services

March 2015 - April 2016

Bangalore

*Have been handling various critical reports where in the data goes to customers*

*Handling and Resolving of Partner Challenges.*

*Responsible for Quality Check for all the activities processed by processors. Giving Training to the new joiners.*

*Maintain Quality report daily basis.*

*Updating daily dashboard.*

*Updating monthly dashboard.*

*Taking part proactively when there is business requirement.*

### Process Associate / Hewlett Packard Global

April 2013 - March 2015

#### Business solutions

Bangalore

process the claims submitted by the resellers within TAT for US region.

Auditing the invoices if any discrepancy found in the claim submitted by the partner.

Accepting Claims from Partner. Performing the claims validation process which involves accepting/rejecting a claim based on certain validation criteria.

Have been handling various critical reports where in the data goes to customers and senior management for reviews.

Handling and Resolving of Partner Challenges.

Responsible for Quality Check for all the activities processed by processors.

Giving Training to the new joiners.

Maintain Quality report daily basis.

Updating daily dashboard.

Updating monthly dashboard.

Taking part proactively when there is business requirement.

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## Education

### Bcom, Finance / St. Anne's first grade college for womens

2009 - 2012

Bangalore

Graduated with 70%