

CONTACT

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OBJECTIVE

I wish to make my career in a growing and professional organization which gives me enough scope to learn and value to the organization.

WORK EXPERIENCE

Bluestream Professional Services

2020 – 2022

Key Accounts Representative

Roles and Responsibilities

- Places Orders Processes Return of products.
- Processing different types purchase orders in order to generate Navision sales.
- Order types such as – Stock orders, Drop ship Orders, Standard orders, Renewal orders, Professional service orders.
- Handles customer inquiries in the areas of product information, ordering procedures, special order information and pricing, quote information, problems return.
- Communicate to customers on orders status, any delays or problems with their requests.
- Provide information and assistance as needed to inventory and warehouse personnel to allow for expeditious processing of damaged and effective merchandise.
- Perform additional duties as required and or requested.
- Conduct process training to new Joiners.

Infosys BPM Ltd (EY)

2022 – Present

Process Associate

Roles and Responsibilities

- Submitting recalls forms and Dispute and Dispute reversal forms along with the credit notes.
- Answering Vendors queries on their status of the invoices.
- Submitting various forms to apply the payment to an invoice or On Account (OA); payment movement from one invoice to another, from OA or Unidentified (UI) to outstanding/open invoices.
- Training, mentoring & reviewing the process executed by the new hires & juniors (QC).

EDUCATION

B.Com

– 2019

Sree Medha Degree College -Ballari

Class II

– 2016

Class X

— 2013

ST John's Comp Junior College - Ballari

KEY SKILLS

- Good hands on MS Excel.
- Successfully working in a team environment, as well as individual contributor.
- Ability to produce best results in hectic situation.
- Strong analytical and problem-solving skills.
- Have integrity and respect in commitments.

DECLARATION

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