

PRIYA MUNDHRA

H.No. 819, Street No.3, LaxmanVihar P-2, Gurugram

Mob No: 9828269645

E-mail: mundhrapriya88@gmail.com

SUMMARY

Hardworking Associate with experience building positive, productive client relationships for increased revenue. Retained product and service knowledge to deliver first-class customer guidance. Collaborated well with wider teams to maintain smooth, efficient business operations. Collaborative executive administrative team member with organisational skills, office environments. Delivers accurate, error-free work meeting strict standards. Always ready to take on challenging assignments, help others and exceed expectations.

WORKEXPERIENCE

JNP DIGITAL, BIKANER (RAJASTHAN, INDIA)

1 FEB 2021 TO 30 AUGUST 2022

JOB RESPONSBLITY

- Addressed concerns or complaints by working with staff, clients and partners in identifying problems and crafting solutions.
- Analysed data for accuracy before inputting into system.
- Confirmed correctness of names, dates, information and facts before inputting data.
- Entered and processed transactions accurately to assist finance team.
- Managed billing matters by verifying discrepancies and resolving client issues.
- Managed all payment processing, invoicing and collections tasks.
- Reviewed financial information before publishing figures, maintaining accuracy in accounting system.

SKILLS

- English typing.
- Well conversant with MS-Office: Word & Excel etc.
- Variances reporting
- Client liaison
- Stakeholder engagement
- ERP systems
- Microsoft Excel
- Reconciling bank statements
- Company data management
- Critical thinking
- Invoicing

ACADEMIC QUALIFICATIONS

- Master of Science (2022)
(MAHARAJA GANGA SINGH UNIVERSITY, BIKANER, RAJASTHAN)
- Bachelor of Science (2020)
(MAHARAJA GANGA SINGH UNIVERSITY, BIKANER, RAJASTHAN)

PERSONAL DETAILS

Date of Birth : 12/02/2001
Gender : Female
Marital Status : Unmarried
Father Name : Ram Gopal Mundhra
Nationality : Indian
Language Known : Hindi, English

Place :

Date :

Priya Mundhra