Abidha Begum.A

Address: No.3/E9, Bharathi Nagar, Phone: +918807789076

Madabakkam, Guduvanchery-603202 Email: [abidhabegam.a1994@gmail.com](mailto:abidhabegam.a1994@gmail.com)

**My Objective**:

I intend to build my career serving as an epitome towards the development of the financial aspects of the organization. I would achieve the commitments of the company by fully utilizing my resources to make the organization shine globally and be an asset.

**My Competencies**:

* Software skills: Knowledge on Citrix, SAP, DMS
* Language Proficiency – English, Tamil, Hindi
* People’s management skills
* Subject matter expert in the utilities segment
* End to end utilities metering knowledge
* Office tools efficiency – Excel, Word, Outlook
* SPOC for various activities within the Team.

**My Professional Experience**:

**Accenture Pvt Ltd**.

2015 to Present

Role: General Accounting Operational Associate

Responsibilities:

* Entering and Amending the reads and the details of the customer by using SAP software
* Playing a key role in monitoring and supervising day to day transactions
* CIS Process**-** (End to End)
* Handling client’s queries and resolving it.
* Resolving Process related issues.
* Suggest ideas for process improvement
* Invoicing & Billing for customers.
* DATA Analysis.
* End to End metering process.
* SPOC for conducting Meetings and Reviews.
* Daily / Weekly Status reporting.

Extra Responsibilities:

* Allocating cases from QUE application (Inbuilt application by Accenture)
* Daily auditing the cases worked by other agents.
* Implementing ideas towards development of the Deal / Process

**My Qualifications**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Branch** | **Board / University** | **Year of passing** | **Percentage** |
| BCA | Computer Applications | Quaide milleth college for men | 2015 | 80% |
| XII | Computer and science | Government Girl’s Higher Secondary School | 2012 | 89% |
| X |  | Government Girl’s Higher Secondary School | 2010 | 70% |

Additional Qualifications:

* Top performance certification for billing and metering.
* Certified in typing course.

**My Personal Details**:

Marital Status               : Single

Date of Birth                : 26-08-1994

Sex                               : Female

Nationality                    : Indian

Languages Known         : English, Tamil, Hindi

**Declaration**:

I hereby declare that the particulars of information and facts stated above are true and complete to the best of my knowledge. I commit to always being faithful with my work and doing my best to achieve the organizational goals.

Place: Chennai

Date: Abidha begum .A