***Sri Kashturi Hi-Tech Ladies Hostel -2,***

***No.1/407,***

***Indira Gandhi Street, Karapakkam***

***Chennai – 600097 Email:*** [***jyothivijaykumar3@gmail.com***](mailto:jyothivijaykumar3@gmail.com)

**Mobile No : 9551565612**

JYOTHI.V

**Career Objective:**

Seeking a position in a reputed organization which provides challenging environment, encourages continuous learning, creativity and exposure to new ideas and cultures which stimulates personal as well as professional growth.

Work Experience

**Cap Gemini India Pvt Ltd (24th****December 2014– Till Date)**

* Process associate for Capgemini Business services pvt. Ltd
* I have 3+ Years experience in Finance and Accounting.
* Client: The Coca-Cola Company.
* Experience 3..6 years

Primary Responsibilities:

**Order to Cash.**

* Customer Account creation.
* Creating Customer Master.
* Handling of customer account details.
* Performing changes and updating of customer details end to end.
* Handling customer details in BASIS and SAP.
* I know the Magnetic Ink Character Recognition (MICR).

Educational Qualification:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam** | **Year of Passing** | **Board** | **Percentage** | **Institute** |
| B.Com | 2014 | University of Madras | 65% | Dr. MGR- Janaki College of Arts and Science for Women |
| HSC | 2010 | State board | 75% | Little Flower Convent Higher Secondary School for the Deaf |
| SSLC | 2008 | State board | 68% | Clarke School for Deaf |

**Computer Competencies:**

* Knowledge in MS office. MS excel, MS word, MS Power Point.
* Internet Usage, Typing, Printing and Scanning
* Did Basic IT Skill in ANEW under NIIT Certification
* Usage Tools
* SAP Basic

**Strength:**

* A Quick learner
* A creative thinker
* Sincere & dedicated towards work engaged
* Easily adaptable & flexible person
* A good team player.

PERSONAL SKILLS

* Time Management
* Good Analytical and Communication Skills
* Leadership skills
* Team Work
* Ability to learn things fasters

Personal Details:

Father’s Name : Vijay Kumar. V

Date of Birth : 21 December 1990

Nationality : Indian

Marital Status : Single

Languages Known : Tamil, English and Hindi

ACHIVEMENTS

* Best customer service Award 2016.
* Best domain expert Award 2016.
* (Quick learning of new process and Training new joiners)
* ‘N’ number of appreciations received from clients as well as within the organization.

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge.

***(Jyothi. V)***

***Date:***

***Place:***