**Resume**

**Career Objective**

To seek a responsible position, that helps in my personal and professional development and gives me opportunity to use the best of my potential and talent to achieve company’s goals and objectives. I’m confident to work on new methodologies and technologies.

**Work Experience**

TECH MAHINDRA, Bangalore.

**Designation**: Sr. Quality associate.

(December 2020- Present)

**Process**

* Quality check for all the activities.
* Providing feedback mails to the associates.
* Subject matter expert.
* Weekly and monthly (MBR) reports preparation.
* Accuracy and error log mails for the team weekly and monthly.
* Team handling on the absence of Team Leader.
* Handling Client Escalation.
* Weekly and Monthly dashboard reports published to Project
* Calibrations Meetings conducted.
* Process Knowledge Test conducted for team.

**Designation**: Accounts assistant.

(March 2018- December 2020)

**Process**

* Dealing with accounting operations.
* Managed the overall process of rolling of funds including import and export of funds to finance other continuing operations.
* Accountable for downloading files and importing into PCS application to synchronize financial transaction records.
* Refunds of the claims.

**Achievements**

* **Tech M Award** for good performance in quarter 1, 2018
* **Client Award** in silver category for good performance in quarter 1, 2020.
* **Tech M Award** for good performance in quarter 1, 2021

**Educational Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl No.** | **Qualification** | **College/University** | **Percentage** | **Year of Completion** |
| 1 | Bachelor of Commerce | PES College | 74% | 2017 |
| 2 | P.U.C | Jain College | 81% | 2014 |
| 3 | S.S.L.C | Nivedita Girls High School | 76% | 2012 |

**Personal Skills**

* Accounting skills
* Good communication skills
* Entrepreneurship skills
* Strong problem solving and organizational ability
* Written and communication skills
* Willingness to learn

**Technical Skills**

* MS Excel
* PCS Accounts Tool
* Microsoft power point.

**Personal Details**

Name - Rachana M G

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**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge and I bear responsibility for the correctness of the above-mentioned.

Place : Bangalore