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| **Name:**  Aarti Ravi Borkar  **Correspondence Address:**  Flat No. 402, kulswamini building, khese aali, Pune.  **Contact No:**  +91-8421713992  **E-Mail:**  Aartiborkar86.ab@gmail.com  **Personal Data:**  Gender: Female  Nationality: Indian  Marital Status: Single  **Brief Profile:**  I am a person with Friendly nature & Progressive Approach toward my work.  **Strength:**   * Quick Learner * Smart working   **Hobbies:**   * + Travelling   + Cooking | **Career Objective**  **CURRICULUM VITAE**  To work in a team which offers highly creative and challenging environment, encouraging new ideas, and providing a very good avenue for individual excellence and team effort.  **PROFESSIONAL SUMMARY**  **Organization: WNS** (10th Feb 2020 – 5th July 2023)  **Designation:**  **Senior Associate**  **Roles and Responsibility:**   * Centrica AP (1 year):  1. Worked for managed debt and final debt for calculating bills for the consumption of gas and electricity also taking decision for making it write off or sending bills to the customer. 2. Worked for stella project where I calculate bills for the customer for there gas and electricity consumptions, each and every account has different way of treatment it makes decision taking power more strong, every account has different concept and treatment type I was creating bills and sent it to the customer, these all work doing on SAP.  * Ryder F&A (1 year):  1. **RCRC** **Indexing**: we were getting invoices on SharePoint my work is to open it and check the vendor name and address too, after checking the address make it sure that the vendor belongs to US or Canada after this using workday I find this vendor and after confirming name and address on workday I index the customer for payment. 2. **Utility**: In utilities I get the excel sheet documents from the clients where all the details like username and password given of the customer I used to login on portal using the id and password and find the invoice and make it confirm that it is billed for the correct customer or not once it is confirmed I download it. 3. **Vehicle** **Sales**: In vehicle sales I get the emails from clients in AR Refund mailbox which contains data of customer and check request copy, in check request copy contain name address and other details of the customer using those details on workday I create an Ad hoc payment request for customer or create the check for customer once it is approved from higher authority the check get delivered to the customer.   **Organization**: **Concentrix Daksh Services India PVT LTD (**Sept. 2029 to Dec 2019)  **Designation:**  **Associate**  **Roles and Responsibility:**  **WellCare insurance process:**   * Indexing insurance data for senior citizens of US, we were getting data or insurance form from the customers and I was validating the data from the portal that it is correct or not if it is correct I was indexing it else escalate it.  |  | | --- | | **Professional Achievements:** |  * 1 time RNR winner in Concentrix * 8 time RNR winner in WNS   **Academic Qualifications**: -  **Graduation**  Specialization : **Engineering**  College : J.D college of engineering and management Nagpur  University : Rashtrasant tukdoji Maharaj Nagpur university  **%Marks : 68%**  **Polytechnic Diploma (3Years)**  Specialization : **Computer Science**  College : Priyadarshini polytechnic Nagpur  University : MSBTE  **%Marks : 60%**  **HSC (Science)**  School : Bhadant Dharmakirti Vidyalaya  Board : Maharashtra Board  **%Marks : 45%**  **SSC**  School : Dayanand Highschool Nagpur  Board : Maharashtra Board  **%Marks : 68%**    **Declaration**  I hereby declare that the information given above is true to the best of my knowledge & belief.  **Date: - / /**  **Place: - Pune** |