

AARTHI SHRINIVASAN

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Career objective:

A Postgraduate in MBA (Financial Management & Human Resource) with 9 years of experience of Finance, HR and done certification in SAP FICO & SAGE 50. Good in customer support, following up/handling mail queries, Adhering Corporate Quality Policy, Employees SLAs, cheque processing and Invoice preparation. Seeking a challenging job to deliver best of my skills and make best use of my efforts in gaining experience.

Core competencies:

- Proficiency in SAP FICO and in MS office programs.
- Capable of performing work independently and efficiently.
- Excellent customer service skills and personable demeanor.
- Freelance Interpreter, served as medical/social interpreter to patients and clients from 2019 (Language-Tamil)

Key Responsibilities handled:

- Creating Invoice's in Semble (previously Heydoc), generating and maintaining Doctors appointment.
- Co-ordinating with patient scheduling, check-in, check-out, and payments for billing
- Documentation of Clinic Letter and communicating with patients for follow-up appointment
- Processing purchase and sales invoices into SAGE50
- Document screening and filling based on established criteria.
- Extracting key data from responses and entering data.
- Processed high volume cheques for RBS and Natwest in timely manner with Govt guidelines.
- Identifying duplicate cheques based on terms and conditions.
- Complete all assigned data entry requests and tasks within required time frames while maintaining a high level of quality.
- Coordinated and compiled daily reports
- Dealing with supplier/patients' enquiries via telephone and email.

Experience summary:

- Working as an Admin Support in Newson Health Menopause & Wellbeing Centre (March to till date)
- Working as Freelance medical/social Interpreter to patients and clients till date (Language-Tamil)
- Working as a Customer support Officer in Virgin Media – (August 2021 to Jan2022)
- Worked as a Midday supervisor in Holywell Primary School – Loughborough (Sep 2020 – August 2021)
- Worked as Cheque and Data entry processor in HP Enterprises. (April 2017 – Till Sep 2019)
- Worked as an Administrator in IWIN Solutions (Jan 2016 – April 2017)
- Worked with ISKCON (India) as a Senior Admin Executive for 9 Months
- Worked with Carl Bechem manufacturing unit (India) as a Senior Data Analyst Executive for two years.
- Worked with TCS (India) as a Payroll Executive for 2.5 years.
- Worked as Research Analyst with ABN Amro for two years.

Academic Qualification

Vels college of Science

2003-2005

Master of business Administration (HRM &FM)

Vels college of Science

2000-2003

Bachelor of Commerce

References

Available on request.

Indefinite leave to remain.

Holding valid DBS certificate.