

Lavesh ahuja

Finance Management / Business Analyst

Finance professional with experience in customer service and data entry. Expert in communication skills, Excel, and organizational skills. Achievements include promptly responding to 35-40 inquiries daily and delivering exceptional customer service. Seeking a Finance Management/Business Analyst position at a company where I can utilize my financial and analytical skills to support your mission



Contact



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3B, Sant Kanwarram Society,
Anand Road, Devlali Camp,
Nashik - 422401

Education

- Bachelor of Commerce (B.com)

Savitribai Phule Pune University
2021-2024

Skills

Organized
Communication
Teamwork
Meeting deadlines
Critical thinking
Excel
Ms Office
Active listener

Experience

● Customer Service Analyst (Work From Home)

Niftel Communications Ltd

Jun 2023 - Feb 2024

Delivered an exceptional customer service experience, resolved issues and shared benefits of additional services Recognized for being positive, intuitive, and client-centric.

Promptly responded to around 35-40 general telephone and chat inquiries per day regarding existing business accounts.

● Data Entry (Work From Home)

Advids.Co Ltd

Jan 2020 - Jul 2020

Here I used to verify data and used to upload on various sites as per seniors guidance and used to fill Google form.

Reduced data processing time by 25% by automating key financial metrics reports.

Language

English

Hindhi

Sindhi

Marathi

CERTIFICATION

Tally ERP.9 : Friends Institution of computers

MS-CIT New : Soft Computers

Advance Excel : E & C Guiding Center