

BHOOMIKA C S

Service desk Executive

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Mysore

SUMMARY

With **2 years 5 months** of experience working as a customer service I strive to bring high-quality business intelligence solutions to businesses seeking higher efficiency. With expertise in advanced excel and good communication with stakeholders

EXPERIENCE

Service Desk Executive

Wipro

03/2021 - 11/2023

Mysore

- Turned data into actionable insights, good communication with stakeholders to streamline business operations and improve customer experience.
- Experience in handling data of machinery and part details
- Building charts and graphs to analyses reports • Worked on H-lookup, V-lookup and pivot table for preparing data to simplify the tasks
- Good experience in conditional formatting, INDEX and MATCH, SUMIF and COUNTIF, CONCATENATE etc
- Responsible for developing and delivering complex financial
- Reports both internally and to our clients

EXPERIENCE

Customer Relation Management and Admin

Relicomp Elevators Pvt Ltd

08/2024 - Present

Mysore

- Analyzing and reporting financial data • Managed the preparation of monthly, quarterly, and annual financial reports, including balance sheets, income statements, and cash flow statements.
- Utilize advanced Excel functions (VLOOKUP, INDEX/MATCH, PivotTables) to analyze financial data and create reports for senior management
- Create and maintain automated Excel-based financial models, enhancing reporting efficiency and accuracy.

EDUCATION

BCom JSS College for Women

2018 - 2020

PUC AMB composite PU college

2015 - 2017

SSLC Cambrige public school

SKILLS

Advance Microsoft excel

Office Pivot Macros Charts &

Graphs Hlookup Vlookup

STRENGTHS

Hard-working

Advance excel solutions to minimal the work

Solving complex problems

Reduced work load to resolve in simple way

KEY ACCOMPLISHMENTS

Received Customer star award

On maintaining good collaboration with stakeholders i received star award

PASSIONS

Social service - Participated in numerous fund-raising, volunteering and camping activities and developed organizational, communication and leadership skills

Dance - Western and Tradition

Declaration

Hereby I declare that the above furnished details are true to the best of my knowledge and belief.

Place:

Date: