

RESUME

Bhoomika CS

Mysore

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Career Objective

3 Years of experience working I strive to bring high-quality business intelligence solutions to businesses seeking higher efficiency. To develop and pursue a highly technology oriented career that will provide an environment to learn, and contribute for the strategic advantage of businesses, through relentless pursuit of perfection and continuous learning. Ambition is to reach decisive position in the industry.

Skills Summary:

Advanced Excel formulas (SUM, IF, OR, AND, MATCH, INDEX, V-H LOOKUP Etc..) and Functions.

Formatting Excel Workbooks, Conditional formatting, Highlight and remove Duplicates.

Pivot tables & pivot reporting, Excel Dashboard and Charts, Power point.

Stock Details, Material Receipt, Contractors Billing.

Professional Experience

Customer Marketing Executive-Wipro : Mar 2022 – Apr 2024

- Good Customer engagement strategies.
- Good communication with stakeholders to streamline business operations and improve customer experience.
- Understanding of vendor management and payment processing.

Customer Relation Management - Relicomp Builders and Developers : Aug 2024 – Feb 2025

- Manages process and metrics on a day-to-day basis
- Data update of Material Master Request per amendment requests/guidelines
- Duplicate check Material Data for requests with complete details and per agreed process
- Sale agreement preparation and sale deed once sale is done
- Co ordinating with bank executive for loan process
- Uploading sale deed in kaveri online app for registration and registration date schedules
- Documentations for any related legal and bank process based on the customer requirements.
- Calculating payment after post sales.

Customer Relation Management- GSquare : March-2025 to Present

- Basic understanding of Procure-to-Pay (P2P) cycle.
- Familiar with purchase requisition, purchase order, goods receipt, and invoice process.
- Maintaining and updating customer data in CRM
- KYC verification
- Manage customer ledger (up-to-date information about overdue items) according KPI's (RC, texting, reconciliation)
- Effectively handles customer inquiries such as Account analysis, aging reports, etc
- Data entered vendor invoices timely and accurately. Performed all tasks assigned by the department Manager

Education Background

- SSLC - Cambridge public school -80%
- PUC - AMB composite PU college 58%
- BCom - JSS College for Women 60%

Passion:

- Social service
- Volunteering in Orphanage development activity
- Dance

Personal strengths:

Self -Motivated, Confident, Creative, Enthusiastic, Effective team player, Result oriented and Commitment to life-long learning.

Can work under pressure to meet deadlines.

Personal Details:

Language known: Kannada, English.

I assure you that, if I am given an opportunity to serve in your organization, I would serve sincerely to my best and make your organization reach new horizons.

Place: Mysore

Signature

