

# BHOOMIKA C S

## Customer Service Executive

8088542325

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Mysore

### SUMMARY

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With **1 year 7 months** of experience working as a customer service executive 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

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#### Customer Service 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
- Good at material management
- Building charts and graphs to analyse reports
- Worked on Hlookup and Vlookup for preparing data to simplify the tasks
- Having good knowledge on Pivot tables
- Good experience in conditional formatting
- Basic knowledge on Macros and VBA

### EDUCATION

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#### BCom

##### JSS College for Women

📅 2018 - 2020

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#### PUC

##### AMB composite PU college

📅 2015 - 2017

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#### SSLC

##### Cambrige public school

### KEY ACCOMPLISHMENTS

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#### Recieved Customer star award

On maintaining good collabaration with stakeholders i recieved star award

### SKILLS

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HlookUp VlookUp Pivot

Office Outlook Macros Charts &  
Graphs

### STRENGTHS

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#### Hard-working

Handled multiple customers

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#### Solving complex problems

Reduced work load to reslove in simple way

# PASSIONS

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**Social service**

Participated in numerous fund-raising, volunteering and camping activities and developed organisational, communication and leadership skills.

**Dance**

Western and Tradition dance

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**Volunteering in Orphanage**

Mentored underprivileged girls aged between 3 to 16 years old in their academic and social development

# KEY ACCOMPLISHMENTS

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

Place:

Date: