BHOOMIKA C S

Service desk Executive

### 8088542325

SUMMARY

### [bhoomikapavan2811@gmail.com](mailto:bhoomikapavan2811@gmail.com)



Mysore

# SKILLS



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 machinary 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



### 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 reslove in simple way

 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

# 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: