

Bhavika M Trivedi

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Date Of Birth: 3rd May 1991

OBJECTIVE

Aim High & achieve complete success in whatever I do & contribute the best of my abilities to serve my organisation.

PROFESSIONAL EXPERIENCE

WIPRO LTD.

(Feb 2017- Till date)

Working as Analyst (Customer Operation Group)

Responsibilities:

- To Analyse the different types of Cases of different type of pools and act accordingly.
- Persuade the Customer to register their business in White Pages.
- To provide the Listing in Australian White Pages Book(Advertise Book) as well as Online.
- Had done multiple training as per the project requirement or as per client's request.
- Handling different type of tasks/incidents as per client request.
- Worked on Ad-hoc requests based on need arising from clients.
- Leveraging my learning and understanding in efficiently managing my day to day tasks giving stellar performances month on month.

TATA COMMUNICATION LTD.

(Oct 2016- Jan 2017)

Worked as an Associate for 3 months on Contract basis.

Responsibilities:

- Vendor Reconciliation.

H.R Agarwal (Adv.)

(Jan 2013 - Nov 2015)

Responsibilities:

- Assisting in all Accounting and Income Tax Related Processes.
- Handling VAT, C Forms, Waybills.
- Keep up to date knowledge of Documents related to Tax filing.
- Maintaining good report with all the Clients and Vendors.
- Handling Bank related works.

RKB INTERNATIONAL**(Dec 2012 - Dec 2013)****Responsibilities:**

- Chartered Accountant Co-ordination.
- Invoice Making.
- Accounting entries in Tally.
- Follow up with the Clients for payments.
- Vendor Co-ordination.
- Maintaining client-wise records of all inwards and outwards.
- Prepare MIS and Reports
- Handling Bank related works.

EMPLOYEE RELATIONS

- Maintaining Good Employee Relations and Discipline.

PERSONAL TRAITS

- Responsible.
- Adaptable.
- Good in Human Relations.
- Quick Learner.
- Ready to accept Challenges.

EDUCATIONAL QUALIFICATION & CERTIFICATION

- Pursuing M. Com (Distance Learning) from IGNOU
- Commerce Graduate from Sambalpur University 2013
- PGDCA from UNITECH (Computers)
- TALLY from UNITECH

HOBBIES:

- Music and Dance.
- Explore new places and travel.
- Like Reading.

DECLARATION

I hereby declare that the above information is true to the best of my knowledge.

Place : Pune

Bhavika M Trivedi.

Date :