

CURRICULUM VITAE

ESWARI

#16/35 Langs Garden Rd,
Pudupet, Chennai – 600002, India,
Mobile: +91-9884631513.
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CAREER OBJECTIVE

To use my skills in the best possible way for achieving the company's goals. To enhance my professional skills in a dynamic and stable workplace.

ACADEMIC QUALIFICATION

M.com (International Business)	:	May	-	2007.
Bachelor of Commerce	:	May	-	2005.

Current Profile Experience

Organization	:	Accenture
Experience	:	1 Yrs.
Designation	:	Analyst
Period	:	Sep2011 – to till date.

Nature of Job

- Leases (The Irvine Company) : It Contains 55 to 65 pages Checked the respective document with MRI whether Tenant has been vacant status. Proceeds with Excel and abstract appropriate notes.
- Amendment contains nearly 15 -17 pages Extension, Expansion , Relocation, Acceptance of Premises(AOP) , Termination agreement and Consent to subletting.

- Create ID according to the document and convert Excel into MRI based on fields like contact information, Categories Date, Billing Information, Recoveries set up and abstracted notes.
- I analyze and verify the accuracy of information contained in Profile.
- I handle downloading the document on daily basis and creating ID to the team members.
- I handle queries raised by the Clients and question raised by myself (pending document).
- Provide MIS reports to the senior management.

PERSONAL INFORMATION

Father Name	:	Mr.M.Raman.
Sex	:	Female.
Date of Birth	:	04-12-1984.
Nationality	:	Indian.
Languages Known	:	English & Tamil.
Other Qualification	:	Tally8.
	:	MS-Word, MS-Excel, Pivot & MS-Power point.

Declaration:

I hereby declare that the above mentioed information is true and fair .

Place:Chennai

Signature

Date:

