

AATHISWARI T

OBJECTIVE

Experienced professional with 4 years in customer service, e-procurement, and accounts maintenance seeking challenging role in reputable organization. Known for providing top-notch service, participating in online tenders, and maintaining accurate financial records. Demonstrated success in resolving customer complaints, enhancing satisfaction, and contributing to business growth.

TOOLS AND TECH

- Tally Prime.
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

CONTACT NO

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EMAIL

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LANGUAGES

English, Tamil, Malayalam

WORK EXPERIENCE

YES VEE CORPORATION, MADURAI

JANUARY 2023 – APRIL 2025

E-Procurement / Tender Executive

- Participated in online tenders through platforms like Tenders Kerala.
- Successfully bid on and won 128 tenders worth ₹32 crores.
- Utilized expertise in navigating online tender portals, preparing bid documents, and submitting proposals within deadlines.

MARCH 2021 – APRIL 2025

Accounts Maintenance Executive

- Maintained accurate financial records, including accounts payable, accounts receivable, and general ledger.
- Managed and reconciled financial transactions, ensuring accuracy and compliance with accounting standards.
- Prepared and submitted financial reports, including balance sheets, income statements, and budget variance reports.

JANUARY 2024 – APRIL 2025

Customer Service Representative

- Provided exceptional customer service to clients via phone, email, and chat, resolving their queries and concerns in a timely and professional manner.
- Utilized strong communication and problem-solving skills to address customer complaints and issues, resulting in improved customer satisfaction and loyalty.

EDUCATION

- MBA in Human Resources Management – 7.87 CGPA | Solamalai College of Engineering | 2019–2021
- BBA – 8.53 CGPA with Distinction | E.M.G. Yadava Women's College | 2016–2019.

SKILLS

- Excellent communication and interpersonal skills
- Strong problem-solving and analytical skills
- Ability to work in a fast-paced environment and prioritize tasks effectively
- Proficient in accounting software (Tally Prime) and online tender platforms.
- Strong attention to detail and organizational skills.