

PRAVESH SHARMA

PERSONAL PROFILE:

I aim to attain an engaging opportunity in the field of Business management or development. I hope to create Expertise and innovative business ventures to inspire the youth. I am passionate about designing and improving creative processes, and expertise in public relations.

PROFESSIONAL SKILLS:

- Leadership and Communication
- Team Management
- Risk Management
- Cost Control
- Creative and Critical Thinking

GET IN TOUCH:

HR.PRAVESHSGMAIL.COM
7895482405, 8826246697
102, sanjay colony, Muradnagar, Ghaziabad,
Uttar Pradesh - 201206

EMPLOYMENT HISTORY:

PROCESS ANALYST

Provana india pvt ltd
April 2019 - Sept 2020

- Legal proceedings to collect the outstanding credit card Debt.
- Monitor OTC transaction flow from order management systems.
- Experienced in O2C end to end process with special focus on : cash application, dispute management, collections, customer service, billing.
- Actively contributes with daily activities, pre close and month end closing processes.
- Worked closely on the team management and business strategy to complete the work under TAT.

ASSOCIATE INCIDENT RESPONSE

Unitedlex
Nov 2020- Sept 2021

- Initiated Cyber data breach projects for consumer data protection.
- Keep the consumer data safe and work on it to secure from the theft.

ACADEMIC BACKGROUND:

DELHI UNIVERSITY

School of open learning
2015 to 2018

Bachelor's in commerce

Business organisation and management, Financial accounting, Economics, Human Resource management, Business mathematics and statistics, English

SENIOR SECONDARY SCHOOL

JKG, CBSE Board
2014 to 2015

Business studies, Accountancy, Economics, English

CORE SKILLS:

- Negotiation
- Problem-solving
- Budgeting
- Strong leadership skills
- Skilled in time and risk Management
- Marketing and management
- Bank and Finance
- Flexible and professional under pressure

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PROFESSIONAL AND TECH. SKILLS

- MS-Office, Excel, Power point etc.
- EPF, ESIC, Salary structure.
- Familiar with evry tools.
- HRM, Recruiting, Joining format, Reliving and compensation.