Mata Taruni
MBA| Business Analytics and Marketing

Seeking an opportunity with an esteemed organisation where I can utilize my skills and enhance learning in the field of work. Capable of mastering new technologies and have done mastery course of Data Science.

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📱 +91-7219371418

📍 Sunrise PG, Hinjewadi Chowk, Pune-411057

in www.linkedin.com/in/m-taruni-300a60152

SOFT SKILLS

- Adaptability
- Teamwork
- Flexibility
- Ability to work under pressure

INTERESTS

- Keeping up with latest technology
- Designing Art
- DIY Projects
- Cooking & Baking

WORK EXPERINCE

Process Associate| Order to Cash
Sopra Steria India Ltd.
09/2019-05/2020   *Pune, India*

- Managed invoicing and payment processing operations.
- Reconciled past due accounts achieving 79% reduction in outstanding invoices.
- Handled account payments and provided information regarding outstanding balances.
- Assisted management with implementing new accounting software program.
- Accepted payments for insurance services and discussed remaining balances with customers to take accounts to zero.
- Monitored outstanding invoices and performed collections duties.

Market Research| Data Acquisition (Intern)
Kantar IMRB
05/2018-08/2018   *Pune, India*

- Conducted surveys and documented all responses.
- Gathered and submitted observational information in addition to required data points.
- Uploaded or transmitted data using secure protocols.
- Sent completed entries to Mentor for evaluation and final approval.
- Collected primary data or information at Pune location.
- Coordinated statistical data analysis, design, and information flow.

EDUCATION

MBA| Business Analytics and Marketing   Marks~74%
Dr. D. Y. Patil Vidyapeeth, Pune
2017-2019   *Pune, India*

Master's in Commerce| Finance Accounting   Marks~64%
The Graduate School College for Women
2014-2016   *Jamshedpur, India*

Bachelor's in Commerce| Accounting   Marks~71%
Jamshedpur Women's College
2010-2013   *Jamshedpur, India*

Intermediate| Science   Marks~49%
Mrs. K. M. P. M. Inter College
2008-2010   *Jamshedpur, India*

High School   Marks~69%
ST Mary's Hindi High School
2007-2008   *Jamshedpur, India*

PROJECTS

- ACCESSORIES
- RAINBOW
- CINCO
- CBL
- NAC
- LIVE
- Brand Awareness of India's Top Multi-Sector Diversified Companies

SKILLSETS

- Microsoft Office Excel
- Microsoft Office Word
- Microsoft Office Power Point
- Python

RECOGNITION

- Received 'Spot Award' in Sopra Steria for learning the process quickly.
- Received 'Voucher' in Sopra Steria for performance being a new joiner.

PERSONAL SNIPPETS

Father's Name: M. Balram
Mother's Name: M. S. Kumari
Languages Know: Hindi, English, Telugu
Marital Status: Unmarried
Nationality: Indian
Gender: Female

DECLARATION

I solemnly affirm that the particulars given above are correct and shall take all efforts to meet the standards and upgrade my skills with ever growing and challenging requirements.

Place: PUNE

Date:

Name: M. Taruni

Signature: