

Objective

To obtain challenging position in an organization that gives me an opportunity for self-development, while contributing to the growth of the organization with my technical and logical skills.

Educational Qualification

Qualification	Year	Institute	Percentage/CGPA
MBA(Finance)	2017	PES University ,Bangalore	5.9 (CGPA)
B.com	2015	Vijayam Degree College, Chittoor	72%
Class XII	2012	Vijayam Junior College, Chittoor	82%
Class X	2010	Himaja EM. High School, Puttur	80%

Skill Set

Areas of Interest: Accounting, Corporate Finance, Taxation

Software Tools: Microsoft Excel, Tally,SPSS, SAP Fico

PROFESSIONAL EXPERIENCE

Company : IBM India private limited (Finance & Accounts)

Profile : Order processing and Order Management (O2C)

Designation : Practitioner(Order Processor)

Experience : 4 months (29/05/2018 to 28/09/2018)

The primary function of the role is to ensure accurate and timely settlement and meeting the requirement of clients.

WORK RESPONSIBILITIES: Order processing and Order Management (O2C)

- Manage orders received through E-mail and Fax and prioritize the same.
- Creating the orders in Salesforce
- Keying orders in SAP
- Generating invoices in SAP
- Involved in client interaction over the mails, when needed to resolve the issues with the Customer data.
- Resolving multiple issues like damage, defective missing items from the customers order.

ADDITIONAL RESPONSIBILITIES

- Sending daily and Weekly Reports of the process.
- Taking volume count & sending the Volumes reports and Preparing stratified calculators.

TOOLS & APPLICATIONS USED

- SAP,
- Sales Force

Projects

A STUDY ON FINANCIAL LITERACY AMONG PES UNIVERSITY STAFF , BANGALORE

PES University

MAY 2017

To determine the sources of financial literacy among Staff in PES UNIVERSITY
To understand Staff attitude towards savings and investments
Conducted Survey for 300 staff members
Understood staff behavior in terms of their financial savings & investments

Internship

CONTEMPORARY MANAGEMENT PRACTICES AT SNJ SUGARS AND PRODUCTS LTD

JUNE-JULY 2016

During the course of the internship,
Interacted with the employees at different levels in the organization
Learnt management skills from the department
Learnt how employees deal with their customers
Understood the real working environment in a company

Achievements / Extra-Curricular Activities

- Secured Rank **4** in Economics among 110 students in 11th Standard
- Organized Fund raising event to help the affected families in Hudh Hudh floods ; Collected **INR 216000**
- Participated in workshop “ENTERPRENEURSHIP DEVELOPMENT PROGRAMME” at Chittoor.
- Participated in Intercollegiate Cultural Festival “CHIGURU” at Cambridge Institute of Technology, Bengaluru

I hereby declare that all the details furnished here are true to the best of my knowledge

Signature

