

Kumari Rohini B

29th Ward near dyamma temple Hirejanthakal Gangavathi-583227. Dist : Koppal

Email : brohini516@gmail.com

Ph no: 9916363024.



Career Summary:

A hard working, enthusiastic professional with 2+years experience in domain Financial & Account and A customer Service .Seeking a challenge environment in a reputed company like yours where I can learn, apply and upgrade my skills, growing professionally and personally with the organizational growth.

Professional Experience :

Job title : Workflow Specialist CBO.
Company Name : Tata Consultancy Service (TCS).
Location : Electronic City Bangalore.
Experience : 8/6/2018 to Till date.

Qualification:

Course	College	Percentage	Years of Passing.
B.COM	Akkamahadevi Women's University Gangavathi.	80.33%	2017
2nd PUC	H.R Sarojamma Women's College Gangavathi	78.5%	2014
S.S.L.C	H.R Sarojamma Women's high School	53.33%	2012

Personal Strength:

- ✓ Excellent Communication, motivational & leadership skills.
- ✓ Team work management.
- ✓ Analytical Ability.
- ✓ Flexible and adaptable.
- ✓ Computer literacy.

Extra Curricular Activities:

- ✓ Class representative for 1 years in 2014
- ✓ Participated in dance competition in school, colleges and office.
- ✓ Sports: Shuttle, carom.

IT Proficiency

- ✓ Ms Office (Word, Excel and Power Point)
- ✓ SAP
- ✓ Tally
- ✓ Photoshop
- ✓ Type writing English and numbers (Higher)

Honors & Achievements

- ✓ Participated in NSS Special camp 2016.
- ✓ Star of the month for excellent performance.
- ✓ Received appreciation from TL and Manager.

Responsibility

- ✓ Finance & management process of accounting system.
- ✓ Managing the team in the absents of Team Leader.
- ✓ Trained for Cash Application, Invoice Copies, Bill Trust, Credit Card Payments, Offshore.
- ✓ Processed cheque and invoices received from client in Cash Application.
- ✓ Reviewing mails received from Avaya Aura and responding to customer queries, sending invoices & statements to Customer through Fax/Email/SAP.
- ✓ Basic Knowledge of SAP.
- ✓ Tools Used – Get paid, Bill Trust, IC Web, SAP.
- ✓ Maintained detail Production file and Defect log file of Team.

Languages

- ✓ To Speak : English, Kannada, Telugu, Tamil, Malayalam, Hindi.
- ✓ To read & Write: English, Kannada and Hindi

Hobbies

- ✓ Crafting and Painting.
- ✓ Watching TV.
- ✓ Playing Shuttle and Carom.

Personal Details

- ✓ Father's Name : Ramesh B.
- ✓ Mother's Name : Rekha B.
- ✓ D.O.B : 16 May 1996.
- ✓ Marital Status : Single.
- ✓ Parents Contact No: : +916361990789,9845827284.
- ✓ Nationality : Indian.

Declaration

I hereby declare the above information's are true to the best of my Knowledge. If I get chance to serve in your Organization, I would prove myself and would serve my level best for the growth of the Organization.

Place :

Signature,

Date :

Rohini. B.