

LAKSHMI RAMAIAH

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CAREER OBJECTIVE

I am seeking growth opportunities in the areas of Business, Finance, Sales or Marketing with a reputed company which can benefit from my skills, knowledge and work ethic.

PERSONAL STATEMENT

Highly motivated billing specialist with strong conflict resolution and communication skills. Experience in keeping up to date records of unbilled items and resolving these at the earliest. Excellent in dealing with requests regarding orders and invoices. Renowned for improving customer satisfaction and overall operational improvements

EDUCATIONAL PROFILE

Christ University, Bangalore (2015- 2018)

- Completed my third year of college with a total aggregate of 61%
- Completed my 2nd year of college with a total aggregate of 60%
- Completed my 1st year of college with a total aggregate of 61%

Shanti Bhavan Residential School, Tamil Nadu (2002-2015)

- 12th standard ISC board exams, First Class 70% in the field of Business (Accounts, Commerce, Economics)
- 10th ICSE board exams, First class 69% total

PROFESSIONAL EXPERIENCE

ExxonMobil Services and Technology Private Limited (Nov 2020 to Current)

Billing Specialist

- Executed billing tasks and updated information in the company database
- Communicated regularly with other teams for resolving unbilled items effectively
- Update customer invoices into respective customer portals accurately

- Reviewed and prepared month end accruals of unbilled items
- Prepared weekly aging reports and billing submissions
- Coordinated with supervisors from various teams for timely resolution of unbilled items

ExxonMobil Services and Technology Private Limited (July 2018-September 2019)

Invoicing DSP

- Process day to day requests submitted by AR
- Responsible for creating and editing orders
- Assisted in handling escalations and ensured that the customer had no complaints
- Assisted in solving pricing and other issues related to account set, tax etc.
- Also conducted monthly safety checks in office (Controls)

Depenning & Depenning (April 2016-May 2016)

Intern

- Assisted in checking and preparing documents
- Responsible for comparing and updating foreign information

Shanti Bhavan Residential School, Tamil Nadu (2015-2016) Head of Mentors

Mentorship Program

- Mentored the 11th and 12th grade students in the fields of Economics and Commerce
- Prepped students for their ISC exams

OTHER QUALITIES

- Excellent communication and interpersonal skills
- Organized, disciplined and detail-oriented
- Reliable and open to challenges
- Highly adaptable, hardworking and responsible
- Productive worker who proactively completes all tasks and assignments successfully
- Creative and positive
- Well-versed in Ms-Excel, MS-Word and other internet applications

ACHIEVEMENTS

- Monthly and Quarterly Safety Checks – Ensured unsafe situations and items were successfully fixed
- Participated in school debates and choir
- Participated in the school soccer and basketball team

LANGUAGES

English, Tamil, Kannada (only spoken)