

Nishanth B.J

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Ramamurthynagar Bangalore

Career objective

“To convert opportunity into success and achieve excellence through hard work and do my best to contribute in achieving organization goals”

Work experience

Meru info solutions from (August 2018 to January 2021)

Designation : Process associate.

A Financial services professional Played a major role in stabilizing the Audit Process which involves Automation of the entire process.

- Worked on vendor master team
- Prepared daily production report.
- Handled Customer Calls, Worked on Customer Query.
- Helping and coaching the team members in process.
- Handling escalations.
- Handle internal escalation and query management (helpdesk).
- Strong Communication (Verbal & Written).
- Ensuring all the invoices are handled in the agreed time.
- Smooth transition without any issues and escalation and set by the client.
- Handling Internal and External queries from customers and team & Responding within the TAT.
- Performing Quality check of invoices and rectifying the errors.
- Handling vendor creation/modification with accuracy.
- Helping the team with knowledge transfer (Need based).
- Participate & support team in other team assignment and parallel activities.
- Maintain High Quality work and ensure All Transaction Approvals made are completely accurate and complete.
- Support and perform Quality Checks for newcomers in the team and share feedback with the new joiners to ensure they improve their performance.
- Process all the Transaction Request that are filled in for a given business date, within the deadlines.

Academic qualification

- MBA in Finance & Marketing from St Aloysius College (Autonomous) Mangalore (2016-2018)
- B. Com in Finance from St Aloysius College (Autonomous) Mangalore (2013-2016)
- Pre-University (PUC Commerce) from Bharathy Comp PU College, Karnataka Board (2011-2013) Kodagu.
- SSLC Jnana Jyothi High School, Karnataka Board (2011) Kodagu.

Computer proficiency

- Operating systems known Windows XP, Windows 7, Windows 10
- MS word , excel, outlook,
- SAP FICO

Key strength

- Quick learner and like to take up new challenges.
- Posses required leadership and decision-making skills.
- Strong communication skill and patience.
- Able to voice out my opinion as well as accept other opinions.

Personal profile

Date of Birth	18-04-1995
Father's name	Janardhan B.P
Mother's Name	Seema B.J
Nationality	Indian
Native Place	Kodagu
Languages known	English, Kannada.

Declaration

I hereby declare that the above furnished information is authentic to the best of my knowledge.

Date:

Yours Sincerely

Place:

NISHANTH B.J

