

CAREER OBJECTIVE

To advance in my career in a Multinational organization, where I can use my academic knowledge and work experience to provide value in a creative, problem solving and collaborative work environment. To use my client service-oriented mindset in providing exceptional client service as well as meeting organizational and personal goals.

ACADEMIC PROFILE

- Master's in business administration (Finance) from S. D. Signodia College of Arts & Commerce, Hyderabad - Sept 2017
- Bachelor's in commerce (Honors) from St. Joseph's Degree & PG College, Hyderabad - April 2014
- Intermediate from M.S. Junior College, Hyderabad - March 2011

SKILLS

- Accomplished the Certified Six Sigma Green Belt course by Six Sigma Academy Amsterdam on Udemy.
- Solid experience in MS Advanced Excel, OneSource, Softrax, 12.3 and other Office 365 business apps.
- Secured 'Mastery' in English communication skills test under communication excellence program in Deloitte.
- Highly motivated, detail-oriented, quality and efficiency focused.

WORK EXPERIENCE

- **Contract Lifecycle Analyst, SS&C – Intralinks – (Mar'2022 till Present)**
Just started working on this job, responsible for invoice computations, invoice management, contract review, audit & compliance, process improvements, finance month-end close and others.
- **Associate Financial Analyst, Infor India Private Limited - (Jan'2019 till Jan'2022)**
Worked under Accounts Receivable, Global Business Services - Maintenance Billing team, responsible for managing invoice processing, reviewing customers' invoice details, scheduling and raising invoices precisely. Preparation of Accounts Receivables reconciliation reports and minutes of meetings.
- **Tax Consultant, Deloitte Tax Services India Private Ltd. - (Apr'2015 – Nov'2016)**
Worked in the Tax Compliance & Reporting team for Deloitte Netherlands, responsible for preparation of annual corporate income tax returns and work papers for large and medium scale business corporates in the Netherlands and assisting managers/senior managers in other client related processes and administration.
- **Senior Customer Service Associate – Amazon Development Centre (Sept'2013 – Jan'2014)**
Worked as a Senior Customer Service Associate in Amazon Development Centre, Hyderabad, responsible for dealing North American customers' queries through live chat.

COMMUNITY SERVICE

Lit by Humanity is a voluntary group of individuals who have come together to support the visually impaired students in India. I personally volunteer to record the text from academic books and study materials for visually impaired students who find it helpful to listen to the audio lessons and study. The volunteers may also personally assist students in their studies and can also volunteer to become a scribe for writing an exam for a visually impaired student.

AWARDS AND RECOGNITIONS

- Received various awards and appreciations for delivering exceptional value to the clients in both Deloitte and Infor.
- Received the 'Best Outgoing Student' award in the high school.
- Represented my school at District Level Science Exhibitions & Science Fairs and secured second position in the Science Fair at District Level.

INTERESTS

Reading books – Fitness – Social Service – Networking