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#### About Me



- I have completed my Schooling and Colleges in Bangalore.
- I am very much interested to work on challenging tasks and finding solutions.
- I have good knowledge about MS Office Applications and have ability to learn and adopt new procedures quickly.
- Capability of handling complex situations and working under pressure.
- Completing the task in the specified time frame





#### **Education**

2009 S.S.L.C Janata High School

Chamrajpet, Bangalore

**2011 PUC** 

Abbas Khan Woman's PU College

Cubbon Pet, Bangalore

Specialization: GEBA

**2014 B.Com** 

**B.M.S. College For Women** 

Basavanagudi, Bangalore

Specialization: Finance





# Work Experience



#### TATA Consultancy Services, Bangalore Senior Business Processing Analyst, PwC

I have started my career with TCS and it's been 4 years now. I am currently working as a Creative designer and Advisor/Senior Quality
Reviewer/Assigner using the applications like
Microsoft PowerPoint, Word, Excel, Google Slide,
Google Docs and Google Sheet. In addition to this I also have a bit knowledge on Adobe Illustrator.





### Skills

- Creation of High quality PowerPoint presentations, Graphs and various other documents for the International clients.
- Ability to produce consistent, creative, and professional presentations within limited time period.
- Expert in multi-tasking and ability to perform various roles as analyst, quality reviewer, assigner, SME and involvement in people management.
- Direct interaction with client.
- Preparing various documents for clients for client meeting, client presentation, L&D team, Forms, Placemats.
- Sharing feedbacks to the processors, research to solve the operational errors.





### **Awards**

- Recipient of Service & Commitment award for the month of July 17
- Have been awarded as Star Performer (PwC process) for month of May'15
- Awarded as **Star Performer** (TCS) for the month of January 16
- Initiated 2 new projects types
- Mentoring few associates to improve their work skills
- Rewards and recognition award for *outstanding* performance
- Won many awards and certificates in school and college





### **Contact**



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