

RANJITHA V

Customer Executive Management, Accounts

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SUMMARY

Aspiring Certified Management Accountant (CMA USA) With good academic knowledge in financial reporting, cost management, budgeting and Internal Controls. Good at using excel, have knowledge in Tally. Eager to apply analytical and accounting skills in dynamic finance or Accounting role.

EXPERIENCE

Jan -june 2025

Bangalore, India

Executive Customer Management

Capita

- Capita is a Business process outsourcing, helping clients across the public and private sectors run complex business processes more efficiently, creating better consumer experiences primarily in the UK and Europe
- Processing the policy activating customer to the special services
- Keying the policies and renewing the policies accordingly
- Applying the Tariffs for the customer
- Deliver timely and efficient support according to customer requirements and SLA

2021 - 2022

Bangalore, India

Initial Application Processor

Tata Consultancy Services

- TCS is a global leader in IT services and business solutions with a presence in over 50 countries
- The company is known for its strong people-centric culture, robust talent development programs, and global workforce management
- Processing initial review for policy and keying the policies as per information received
- Monitoring and reviewed customer account transactional activities
- Reporting to higher management documenting the file with supporting documents

EDUCATION

2023

Bangalore, India

Certified Management Accountant (Aspirant)

My logic business school of management

2018 - 2021

Bangalore, India

Bachelor of commerce

Seshadripuram Academy of Business Studies

LANGUAGES

English
Proficient



Kannada
Native



Telugu
Native



SKILLS

MS Office Applications

Knowledge in Tally

Internal controls

Financial reporting

Time Management

Risk management

Balance sheet

KEY ACHIEVEMENTS

Capita

Meeting or Exceeding targets without any critical errors
Contributing to good customer service
Receiving the award and recognition as Trainee of the quarter- Q1 2025

Tata Consultancy Services

Awarded with TCS Top Gun award for helping the team during high volumes
Received star of the month award of excellence
Successfully handled assigned task with zero escalations

INTERESTS

Playing board games

Accounts career