




Archana Dilip Bagul

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Overall 6+ years of experience in admin department with invoice processing. Thorough knowledge and hands on experience in salary processing system. Creative thinking, conceptualization and strong believe in teamwork. Having good ability to learn new things and visualize the solution. Dedicated and passionate towards work.

Skills

Invoice Processing

Salary Processing

Tally, MySQL, Windows, Linux

Work History

Current – 2024

SBI General Insurance

**1st Jan - 2020 to
31st Dec - 2023**

RootBase Software

- Worked in admin department
- Worked on Salary processing system.
- Prepare ad hoc reports.
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**May - 2014 to
April -2016**

Kanka Software Pvt. Ltd.

- Worked as a receptionist
- Worked in incoming and outgoing calls
- Administrative functions

May - 2014 to
April -2016

WNS

- Worked in Insurance department.
- Worked on policy updating.
- Worked on Excel reports

July - 2011 to-
Mar - 2014

Wonder Kids Play Group & Nursery School

- Worked in admin department.
- Worked on Salary processing system.
- Created Bills/invoices
- Follow up to debtors/creditors



Education

2010

Bachelor of Commerce

Pune University-Pune

2007

HSC -Pune Board

2005

SSC -Pune Board



Others

2015

Participated in CSR activities of WNS.



Awards and Recognition

- Got best performer award in WNS for excellent contribution in Project.
- Got Certificate of Appreciation for Outstanding support in Rootbase.



Personal Details

Address: Swapnapurti housing society, Pradhikaran, Nigadi, Pune – 411044.

DOB: 19-Sep-1990

Marital Status: Married

Hobbies: Painting/Sketching, Crafting, Dancing