

About ME

I want to obtain a challenging and responsible position, where I can enhance my ability and professional skill which would help me to contribute in the growth of an organization. Seeking an entry level management position

SKILLS

- Ability to work under pressure & teamwork with coordination
- Confident with Good Interpersonal and communication skills
- MS-Office (Word, Excel, Access & PowerPoint),
- Excellent knowledge of Excel (Statistical tools, Pivot tables, VLOOKUP, HLOOKUP, Data visualization using Dashboard)

ACTIVITIES

- Management fest at VVCE, Mysuru.
- Pegasus training camp held at Dehradun.
- Team building training program held at Singapore.

WORK EXPERIENCE

Infosys (Feb 2018 To Till Date) - Designation: Process Specialist

- My role is to handle business processes
- Finding the root cause analysis for developing knowledge in different scenarios
- Generating and following up with new business leads and answering any queries politely and on time.
- Analyzing the financial statements by solving queries to help the investors in making good investment decisions.
- Writing up weekly progress reports and maintaining good relationships with staff as well as external clients.
- Analyzing current and past financial data.
- Project support to senior management.

EDUCATION

EXAM PASSED	UNIVERSITY	YEAR OF PASSING	PERCENTAGE	CLASS
MBA(HR/FM)	VTU, BELAGAVI	2017	67.38%	FIRST CLASS
BBM	MANGALORE UNIVERSITY	2015	71.04%	DISTINCTION

personal Details:

Name : Sandhya

Date of Birth : 24-Aug-1994

Gender : Female

Mobile 8197949751

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Religion : Hindu

Nationality : Indian

Languages known: English, kannada , Hindi

Declaration

Hereby I declare that the above information is true to the best of my knowledge.

I commit to discharge my duties in the best possible manner.

Date:

Yours Faithfully

Place: