

Hima Keerthi K

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Nagar, Near APMC, Kampli - 583132

Objective

To work at a suitable position in a reputed organization where I can put to use my acquired knowledge as well as gain new skills and expertise that shall enable me to grow and accomplish organizational goals.

Experience

Working at Capgemini Technology India Pvt Ltd. since November 2019 (**2 Year**)

Responsibility

- Posting revenue received from Box office file and working on Customer related queries regarding box office returns.
- Raising credit note and miscellaneous invoice
- Manage and track incoming payments. Manage account statuses and identify inconsistencies.
- Maintaining daily tracker with updated data.
- Weekly call with GBS and sharing a status of particular week regards to my portfolio.
- Handled Dispute queries (pricing and Shortage) from clients.
- Creating invoice and credit note for WHV based on customers request.
- Back up / new joiner training plan.

Educational Qualifications

Examination	University	Name of the Institution	Year of passing	Percentage
B.com (Accounts)	Bangalore university	Seshadripuram	2016-2019	75.46
Intermediate	Karnataka Pre-University Board	Best	2015-16	85%
Matriculation	Karnataka Secondary Education	Sri Vidya Sagar school.	2013-14	65%

Achievements

- Done paper presentation on 'Encouragement of technology in Education'.
- Attended workshop on personality development.
- Awarded as employee of month for October and June.
- Awarded as employee of Quarter 3 July – September.
- Awarded as best employee from GBS – Global business service.
- Advance excel training.

Skills

- O2C.
- Billing.
- Disputes management.
- Transition.
- Accounts receivable
- Good Team Player.
- Good Problem solver.
- Analytical skills.

Personal Details

Date of Birth	20 th August 1998
Gender	Female
Marital status	Single
Languages known	English, Hindi, Telugu, Kannada.
Hobbies	Playing basketball and throw ball, painting, dancing.

DECLARATION:

I hereby declared that the above mentioned information's are correct and true to best of my knowledge.

PLACE: BANGALORE

DATE:

(HIMA KEERTHI K)