

Resume



Nanjappa. M. S.

Bangalore

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Personal Details:

Date of Birth : 17th August 1987

Sex : Male

Nationality : Indian

Mother tongue : Coorgie

Passport No. : T5774488

Languages known: English, Hindi,
Kannada

Career Objective

To work in an organization where I can showcase my full potential, groom myself to achieve maximum job satisfaction till I decide to retire from work.

Profile

My 4+ Years of work experience includes:

- Expertise in administrative work.
- Specialization in customer service
- HR administrative role.
- Reporting skills
- Mentorship

Education

- Degree in Bachelor of Commerce.
- Master's in Business Administration - Finance

Technical Expertise

- Accounts Receivable.
- Tally Accounting and Tally ERP
- SAP HRMS Tool
- Receipts, Journals, Transfer Entries, Debit Notes.
- MS Office (Excel, Word)
- Internet & Email
- Mentoring

Skills

- Communication skills
- Excellent Client Rapport building techniques
- Multi-Tasking ability
- Hard working ability
- Quick Learner
- Knowledge in English, kannada & Hindi.

Areas of Interest

- Travelling
- Tourism
- Reading Books, Watching Wildlife documentaries.

Job Objective: To establish myself as an excellent resource for the organization I belong to and become a valuable asset.

Current Company Profile:

From March 2019

'**Dairy Classic Ice Creams Private Limited**' is a Private incorporated on 30 September 2002. It is classified as non-govt company and known for its quality of product and constant growth.

Current Job Designation: Jr. Accounts Officer

Job Profile:

- Presently into Accounts Receivable's department managing credit controller's role of ensuring the debts are collected within the stipulated time frame by regular follow-up if required.
- Expert in meeting sales opportunity while performing credit controller's role.
- Mentoring and back-up for Team lead.
- Assist the team in activities like Invoice Processing and Reconciliation during high volume.
- Conduct training session for the new joiners
- Working on Tally Prime & Tally ERP Tool to extract Reports & to meet accounting task of the Organization to meet end to end activity within given time frame.
- Entering Receipts, Journals, Transfer Entries as per the day today transactions.
- Encouraging for feedback from customers and collating them to see any opportunity for improvement in customer service.

Company Profile:

Feb 2018 to March, 2019

Infosys BPM, the business process management subsidiary of Infosys, was set up in April 2002. Infosys BPM provides integrated outsourcing and transformation services. It is headquartered in Bengaluru, India.

Job Designation: Sr. Process Executive, HR

Job Profile:

- Worked for US FMLA (Family Medical Leave Act) leave process team.
- RTW (Return to work) for US IL (Infosys Ltd) Employees using SAP tool.
- Managing Leaves based on Third party vendor requirements such as BPHR (Bureau of Personnel and Human Resources) in SAP tool.
- Managing verification of Leaves through AETNA (American managed health care company). AETNA verifies the documents of requested employees. Based on verification, to confirm the leaves with related leadership of concerned employees.

Company Profile:

May 2015 to June 2016

Muthoot Finance Ltd. is an Indian financial corporation and the largest gold loan Non-Bank Financial Company in the country. The company's headquarters are located in Kerala, India, and it operates over 4,400 branches throughout the country. Outside India, Muthoot Finance is established in the UK, the US, and the United Arab Emirates.

Job Designation: Customer Service Executive.

Job Profile:

- Managing sales
- Processing Gold Loan and following up with customers for documents verification.
- Managing Forex services and money transfers.
- E-ticketing services for Flight, Rail and Bus.
- Managing with Apollo Munich Health Insurance as an add on for gold loan.

Achievement:

- Have been recognized for having excellent client rapport.
- Have received many appreciations for quality of work and accuracy.
- Client has recognized for bringing in new ideas and contributing towards steep growth of collection.
- Have received numerous client appreciation for the continuous quality and sincerity at work and taking ownership of given roles.

Declaration

I hereby declare that all information provided above is true to the best of my knowledge.

Place: Bangalore

Date:

Nanjappa. M. S.