

CURRICULUM VITAE

VaniShree V

No.1009/63, 10th main road, 7th cross,
Prakashnagar, Bangalore-560021

Mobile No: 9741177180

Mail ID: vanishree.suji18.vs@gmail.com

CAREER OBJECTIVE:

Looking forward to associate myself with an organization for a challenging career which will provide opportunities for continuous growth and advancement and where there is an opportunity to share, contribute and upgrade my knowledge for development of self and organization served.

CURRENT ORGANIZATION:

VIS NETWORKS PVT LTD

3 YEARS, 6 MONTHS

Coordinator- Business Operations

Career Progression

VIS NETWORKS PVT LTD

Coordinator Business Operations

Since Feb 2017-CURRENT WORKING

ROLE & RESPONSIBILITIES

Multi-talented Coordinator- Business Operations (Accounts) consistently rewarded for success in planning and operational improvements. Procedures positively impacting overall morale and productivity.

- Working with Accounts team and sale team
- Managed filing systems for electronic and hard copy documents to keep organized records.
- Data Maintain (sales and purchase)-Handle MIS report. Preparing daily report and monthly report for management data using with if formula index formula. Vlookup, ,Pivo chat, Countif, sumif, Merge text from columns and add additional text
- Generating sales and purchase margin analysis MIS report quarterly and annual as per management and auditing requirement.
- Experienced in creating different visualizations using Bars, Graphs, Lines and Pie Chart, Maps, Scatter Plots, Bubbles,
- Oversaw expenditures and worked with accounting department to manage budgets.
- Maintaining the Master excel as Management report along with sales report, purchase report and margin analysis data using with if formula and vlookup index formula.

- Maintaining and managing the report records of the organizational DB into the software (Saral) and quick easy excel view
- Hands on in proforma invoice generation, creating the debit note & credit note with excel maintenance
- Managing and maintaining the vendor registration, preparation of Agreement and NDA as a soft copy and hard copy as per the requirement
- Order placing through Avaya site and manual generate through excel using with formula

CANARA BANK PVT LTD (BPO)CUSTOMER SERVICE CENTER

April 2015– JULY 2016

ROLE & RESPONSIBILITIES:

- Communication with customer resolve the problems as per the customer requirement and update the same in call recoding software
- Generate excel daily reports and monthly report to management. Using formula Vlookup, ,Pivo chat, Countif, sumif, Merge text from columns and add additional text
- Worked under mobile banking and internet banking, credit card and debit card department Communication with customer resolve the problems as per the customer requirement

ALLSEC PVT LTD

SYNDICATE BANK (BPO)

Sep 2016 to Feb 2017

ROLE & RESPONSIBILITIES:

- Communication with customer resolve the problems as per the customer requirement and update the same in call recoding software
- Generate excel daily reports and monthly report to management using with if formula index formula. Vlookup, ,Pivo chat, Countif, sumif, Merge text from columns and add additional text

PROFESSIONAL SKILLSETS:

- Coordination with Customers and Sales Team
- Coordination and good wrap up skill within the team
- Quick data retriever as per the requirement by Managers and respective team on priority basis

COMPUTER SKILLSETS:

- Microsoft Suite: Outlook, Skype, Word Document, Excel, Power Point.
- Advanced Excel Skills: Spreadsheets, V-Lookup, H-Lookup, Pivot Chart, Basic formula functioning if formula index formula. Vlookup, ,Pivo chat, Countif, sumif, Merge text from columns and add additional text

QUALIFICATION:

Qualification	Institutes	Board/ University	Year
B.Com	Sri Sai College For women	Bangalore University	2015
PUC	Sheshadripurem Evening College	PU Board Bangalore	2011
SSLC	Mitralaya Girls High School	SSLC Board Bangalore	2008

PERSONAL DETAILS:

- NAME VANISHREE V
- DOB JULY 16, 1993
- GENDER FEMALE
- MARTIAL STATUS SINGLE
- FATHER NAME VENKATARAJ
- MOTHER NAME SARASWATHI
- LANGUAGES KANNADA, ENGLISH, HINDI, TELUGU and TAMIL
- STRENGTH DISCIPLINE, DEDICATION, QUICK ADAPTOR and HARD WORKER

DECLARATION:

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

DATE: August 2020
PLACE: BENGALURU

~ VANISHREE.V