

Divya Krishnan
Cherupullil House
Irimpanam P O
Ernakulam

Manager-HR

Dear Sir/Madam,

I am a M.com postgraduate from MG University with 3 years and 11 months experience in Finance & Accounts looking forward for any suitable position in your esteemed Organization to utilize my skills and abilities acquired through my studies and experience.

I am looking forward for a position to utilize my skills in a cooperative environment which gives opportunity for career growth. Furthermore, I am a quick learner, hardworking, ambitious person motivated by goal achievements having multi perspective approach towards any situations.

This accompanying resume can serve to provide you with greater details of my background and what I have to offer. I would be most grateful if you could consider me for any suitable positions available within your company

Thanking You.

Yours sincerely

Divya Krishnan

Encl: My Resume



Divya Krishnan
Cherupullil House
Irimpanam P O
Pin 682309
Ernakulam

Email: pdivyakrishnan@gmail.com

Ph.No: 9633017227

ABOUT ME:

I wish to offer my services to an organization wherein my experience and skills are utilized for the fulfillment of business objectives. I am confident enough to undertake any kind of task assigned by the management and to complete them with utmost dedication and perfection.

WORK EXPERIENCE:

Conduent Business Services - Associate

- Specialized in Accounts Receivable (O2C)
- Act as a CEO in OCD process.
- Responsibilities include creation and modification of Project and Sales order.
- Managing client queries and escalations.
- Attending query mails and actioning them.
- Train, guide, and mentor fresh recruits in the company.
- Preparation of weekly and monthly reports related to various projects.

PERSONAL SKILLS:

- Multitasking and comprehensive problem-solving ability.
- Co-operative, dedicative and hardworking
- Result oriented and confident to take responsibilities.
- Flexible to situations and ability to adapt multicultural environment.
- Time management and coordination skills.
- Team player.
- Able to handle assignments under pressure with high degree of accuracy.

ACCOMPLISHMENTS:

- Accustomed to working in under Nessie (SAP) environment.
- Proficient with Microsoft Excel, Word, Visual Basics etc.
- Completed the course 'Accounting with Tally ERP9'
- Completed computer training course conducted by the ICWAI.

EDUCATION:

- 2017 - M.com - Finance - MG University, Kottayam
- 2014 - ICWAI Intermediate Qualified - Cochin Chapter
- 2011 - B.com - MG University, Kottayam
- 2008 - Plus Two - KPMHSS Poothotta
- 2006 - SSLC - Ambalamedu High School.

IT SKILLS:

- Software Package: MS Office, MS Word, PowerPoint, Tally ERP9.
- Operating Systems: Windows XP/7/10.

LANGUAGES:

- Malayalam ➤ English

HOBBIES:

- Dancing ➤ Singing ➤ Drawing ➤ Crafting ➤ Cooking

PERSONAL DETAILS:

- DOB: 17th August 1990
- Nationality: Indian
- Gender: Female
- Marital Status: Married

REFERENCE:

Sreekuttan Ravindran

Senior TL

Conduent Business Service Kochi

Ph. No: 9495119136

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge and if I am selected for your company, I will be loyal and self-devoted for the development and improvement of the company except personal deviation

PLACE: Irimpanam

Divya Krishnan

DATE: