

Anjali

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Mobile: 9599634284, 9319246775

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Objective:

Dynamic and results-oriented professional seeking a challenging role in Managing transactions and operations, leveraging escalations received .

Education:

- Bachelor of Arts
 - Delhi University, New Delhi
 - Graduation Year: 2023
- Higher Secondary (12th Grade)
 - Central Board of Secondary Education (CBSE)
 - Graduation Year: 2020
- Secondary (10th Grade)
 - Central Board of Secondary Education (CBSE)
 - Graduation Year: 2018

Work Experience:

1. Job Title: Backend Profile - Finance Department

- Company Name: Lenskart.com
- Dates of Employment: 23 December 2021 - 30 April 2024
- Responsibilities:
 - Handling backend operations in the finance department.
 - Utilizing good knowledge of Pinelab Portal for financial transactions.
 - Managing transactions and operations on Paytm Portal, Juspay Portal, and Payu Portal.
 - Resolving Team query.
 - Handling international payment.
 - Giving First call resolution to customer.
- Achievements:

Rewards and Recognitions on weekly and monthly basis for In-house processes for extra miler award . extra miler award

Technical Skills:

- Basic knowledge of computer applications
- Basic knowledge of Excel
- Soft Skills:
 - Honest & Punctual
 - Hardworking
 - Responsible
- Organization Name: [Lenskart]
 - Location: [Mohan Estate]
 - Dates of Volunteering: [23Dec 2021] - [30April 2024]

Personal Information:

- Father's Name: Mr. Yogender
- Date of Birth: 15th August 2001
- Gender: Female
- Nationality: Indian
- Marital Status: Unmarried
- Languages Known: Proficiency in Hindi & English

Strengths:

- Honest & Punctual
- Hardworking
- Responsible