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| **ANISHA**  Email: anisha.380763@2freemail.com  |  |



 **OBJECTIVE**

A self-motivated and hardworking individual who would like to work in a conducive work environment in order to support and enhance my knowledge, seeking to apply my abilities to a position that will enable me to take up a challenging career in a prestigious and esteemed organization as well as contribute to the development of the organisation.

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- |
| **Course** | **Institution/University** | **Year** | **Result** |
| Bachelor of Commerce (B.Com) | St. Agnes College,(Autonomous)Mangalore | 2013-2016 |  83.26% |
| Pre-University (12th Std.) | St. Agnes College, Mangalore (State board) | 2013 | 90.83% |
| S.S.L.C. | St. Lawrence English MediumHigh school, Bondel, Mangalore | 2011 | 84% |

**ADDITIONAL QUALIFICATION (PURSUING)**

* **CMA (Certified Management Accounting) at Gleim**
* **Correspondence M.COM (Master Of Commerce) at IGNO (Indira Gandhi National Open University)**

**TECHNICAL PROFICIENCY**

Operating Systems : All Versions of Windows, XP, Vista, 7, 8.

Other Applications : MS Office (Word, Excel, PowerPoint), Tally ERP.9

**PERSONAL SKILLS**

* Excellent communication in written and verbal English
* Quick learner and eagerness to explore and learn
* Self-motivated, practical, innovative, flexible and straight forward
* Excellent with time management
* Enjoy working with a team and can easily adapt to a situation

**EMPLOYEMENT HISTORY**

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| 7th floor, Manasa Towers,M.G road, Kodialbail,Mangalore – 575003Tel: 01-824-4433221 |

Period: June 29th 2016 to August 1st 2017

Cognizant Global Services Private limited

Title: Process Executive

 Providing tax servicing and mortgage processing to the clients of shore as an organization and provide support functions as a part of a team .

**Job Responsibilities Involved:**

* Working in a team to Meet deadlines, Set goals and establishing stable working conditions.
* Accepting new challenging initiatives and on spot responsibilities.
* Providing customer support to clients off shore by completing requests with outmost quality.
* Coordinating with teammates to provide 100% efficiency to the clients by best

utilizing company resources.

**TRAINING PROGRAMMES AND EVENTS ATTENDED**

* Attended a development workshop “Student Enriched Programme” conducted by the Department of commerce, St. Agnes College (2014)
* Participated in the “Challenge Accepted” Obstacle Race and workshop on self-defence conducted by Himalaya Drug Company at St. Agnes College (2014)
* Participated in the “PES University Talent Search State Level Quiz Series – 2016” conducted by PES UNIVERSITY, Bangalore during Jan - Feb 2016

 **ACHIEVEMENTS**

* Awarded the Principal’s Roll of Honour for securing a distinction in semester II, III & IV.
* Awarded certificate of merit for securing a distinction in semester I, V and 2nd Pre University.
* 2nd place in the “LIFE OUT OF WASTE” competition conducted by the department of commerce SACCSA at St. Agnes College.
* Awarded Ace of Rookies in Cognizant for rapid and swift climb from learning concepts to execution.

**PROJECT UNDERTAKEN**

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| --- | --- | --- | --- |
| **Sl No** | **Project Description** | **Undertaken at** | **Year** |
| 1. | A study on “Customer Satisfaction” with reference to Madhuvan’s Village, The Family Restaurant, Mangalore | St. Agnes College,Mangalore | 2015-16 |

**HOBBIES / INTERESTS**

* Dancing ,Singing, Listening to music
* Pet lover
* Reading Novels
* Sports : Badminton, Throwball & Cricket

**PERSONAL DETAILS**

Date of Birth : 19-November-1995

Sex : Female

Nationality : Indian

Religion : Roman Catholic

Marital Status : Single

Languages Known : English, Hindi, Kannada, Konkani

Visa Status : Visiting Visa

**DECLARATION**

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

ANISHA

**REFERENCE**

Can be furnished immediately upon request.