

# REVATHI M

## Contact

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9513068580

5/1 1st Cross GB lane Cottonpet Bangalore 560053

## Skills

Windows & Excel, power point MS 80% Office,

## OBJECTIVE

"To work with a progressive organization offering long term growth potentially & opportunity developing to my skills for the benefit of the organizations"

## EXPERIENCE

<b>Gitanjali Textile showroom</b>	2011
Accountant	March -
Maintaining Accounts [ Sales entry, Purchase entry, Sales Return, Purchase Returns, Balance sheet, P&L A/C, Creating Bar code for New Stocks ]	2017 February
<b>TATAVA Import and Export</b>	2018
Account Assistant	March -
Maintaining Accounts [ Sales entry, Purchase entry, Sales Return, Purchase Returns, Balance sheet, P&L A/C, Creating Bar code for New Stocks ]	2019 March
<b>Vodafone</b>	2019
Tele caller	April -
Outbound Calls Process	2020
Customer care	May

**Orchid International school**

2022 -

Administrative officer

Till Date

Experienced in handling walk-in and scheduled weekend events.

Handling documentation.

Staff attendance maintains

Tracker updating

Daily basis mail of Reporting

Stationery Maintaining

Schedule the interview for selecting Candidates,

housekeeping maintenance ,

system requirements maintenance ,

Staff requirements maintenance,

Daily basic needs

Maintaining the tracker with all the necessary details like

Name, Telephone No, Email id etc. of the scheduled Students

for quick access of Students details.

Sending venue details mail to candidates.

Maintaining the team in absence of Manger and also leading own team.

Maintain service level, Answer level within the target.

Sending regular reports to Managers.

Giving guide lines to the Customer's and assisting them to them in resolving the complaints.

Giving First Time Resolutions to the customer by handling escalation calls.

Taking care of team Productivity & Quality aspects.

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**EDUCATION****Bangalore University**

2017

M com

60

**SJRC College**

2011

B com

60

**SJRC COLLEGE**

2008

2nd Puc

60

**Issac Newton High school**

2006

SSLC

60