

## Bhakti Rajkumar Parekh

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Motivated commerce graduate seeking an opportunity in a dynamic organization that fosters professional growth. Eager to contribute my skills in finance, accounting, and ERP systems to deliver value and continuously learn.

### PROFESSIONAL EXPERIENCE

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05 March 2024 – Present

#### Infosys BPM limited

Process executive

Possess over 1 year of experience in financial operations, currently working in the Financial Operations and Amendments Team for the US based clients within the banking domain.

Roles and responsibilities-

- Responsible for preparing and delivering daily, weekly, and monthly production report
- Handled invoice processing, auto-renewal of services, issuance of offer letters, and overdraft management tasks.
- Generated and analyzed monthly reports such as the Monthly Deck, MIS reports, and Production Trackers
- Acted as a point of contact for client communications, addressing and resolving queries efficiently

### EDUCATION

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**Indira College of Science and Commerce**

2023

Bachelor's of commerce (BCOM)

8.66 CGPA

### CERTIFICATIONS

- 
- SAP certified application Associate- SAP S/4 HANA for Financial accounting.
  - Configuring and customizing of Enterprise structure, Financial accounting and global setting.
  - Certification in Tally accounting software
  - MS Excel (Pivot Tables, VLOOKUP)

### SKILLS

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- SAP FICO Module (Finance and controlling), ERP, MS Word and Ms Power Point.
  - Problem Solving and Critical Thinking, Cross-functional Team Collaboration, Effective Communication , Adaptability and Quick Learning.

### Awards & Recognition

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Spot Awards for Performance Excellence

NCC Participant, Cricket Tournament Competitor, Passionate about Traveling, Community Events & Tutoring .