

**Jayanthi kandula**

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## CAREER OBJECTIVE

To Work with a Rapidly Growing Organization with a dynamic and challenging environment to achieve goal of organization with my best efforts.

## SKILLS

**Customer support, Order management, Data handling, talent aquisition, Knowledge about Ats tools, Work day tools.**

## EXPERIENCE

Mar-2017 - Aug-2020

Process associate

**Genpact India pvt ltd**

My Roles and Responsibilities:

- ✓ Banking process to analyze the customer loan emi in different banks.
- ✓ Managing over due accounts in the organization.
- ✓ Reminding the customers of their Outstanding and long overdue bills that are unpaid Emi due dates, Resolving their queries for different types of bank loans via phone calls, chat, emails.

Feb-2021 - Jul-2022

Data process associate

**Affinity express India pvt ltd.**

My Roles and Responsibilities:

- ✓ Order management process Specially worked on oracle ebs for focus on enterprise resources planning customer relationship and supply chain.
- ✓ Order entry : Analysis of different kinds of purchase orders received from international clients and entering those order details in an oracle application and sharing information to the Arts department for the manufacturing of particular items as per the clients requirements.
- ✓ Application of promo code to the items.
- ✓ Scheduling and informing product delivery dates to the customers.
- ✓ Generating invoice bills for the orders.

Aug-2022 - Oct-2022

Hr recruiter

**Orcapod consulting services**

My Roles and Responsibilities: Sourcing profiles, Screening, Interviewing candidates, Coordination with panels, Selection, Documentation, Offer release, Joining formalities, On boarding process, End to End recruitment.

- ✓ Process ramp down. (October 2022)

## PROJECTS

**Project Name: Compensation management**

Project Detail

Compensation management

## EDUCATION

Degree/Course

Percentage/CGPA

**Master of business administration**

First division

MBA in Human resources management. , Osmania university

## ACHIEVEMENTS

Achieved Bronze award  
and certifications

## STRENGTHS

Hardwork, Self confidence.

## HOBBIES

Listening to music, reading books.

## PERSONAL DETAILS

Date of Birth	19-10-1989
Gender	Female
Marital Status	Single
Languages Known	English , Telugu, Hindi

## DECLARATION

I hereby declare that all the details furnished here are true to the best of my knowledge and belief.



Jayanthi kandula