

DEENA RAJENDRAN



To gain challenging responsibility in position, organizational experience, and interpersonal skills that will enable to grow in a managerial position with a growth-oriented company

Personal

Address
Bahrain

Phone number
+973 33969751

Email
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Date of birth
02-09-1995

Gender
Female

Nationality
Indian

Marital status
Married

Work experience

Associate-CS internet

Amazon, Chennai

Sep 2021 - Dec 2021

- Responsible for providing timely and accurate operational support to Merchants selling on the Amazon platform.
- Provides prompt and efficient service to Amazon Sellers on Tax matters
- Strong communication skills with the ability to interact with all levels of the organization
- Provide basic troubleshooting on a variety of products and services

Accounting Assistant

Apparel Group, Bahrain

Feb 2019 - May 2020

- Performed complex payroll duties involved in the timely and accurate processing of payroll.
- Coordinate with Human resources for maintenance of employee master file information to ensure proper documentation.
- Ensure proper pay rate and the individual payroll changes are received and entered into the system to ensure the accuracy of an individual paycheck
- Managing general inquiries and other general duties.
- Manage and track funds in the bank. Prepare and track Trust Receipt, Short Term Loan, and Term Loan (Furniture and Fixtures Investments.)
- Invoice booking and matching.
- Vendor payment, Vendor Reconciliation.

Process Executive

Cognizant technology solution, Coimbatore

May 2017 - Aug 2018

- Updating and tracking vendor masters.
- Report productivity on the count of invoices processed.
- Updating and tracking employee databases.
- Collate unprocessed and pending list of payment
- Update basic spend analysis & reporting
- Vendor Reconciliation.

Education and Qualifications

Bachelor of Computer Application

RVS College of Arts & Science, Coimbatore

Jun 2013 - Apr 2016

GPA-8.4

Skills

Microsoft Office



Communication Skills



Customer relationship management



Time management

