



BHAGESHWARI JHAMNANI

CAREER OBJECTIVE

Detail-oriented and highly organized Back office Analyst with experience in data analysis, process optimization, and administrative support. Proficient in managing operational workflows, ensuring data accuracy, and supporting cross-functional teams to streamline business operations.

Seeking to leverage strong analytical skills and attention to detail in a dynamic environment to contribute to operational efficiency, improve back-office processes, and support business growth. Eager to apply my expertise in data management, problem-solving, and process improvement to enhance the efficiency and effectiveness of the organization

DOB:- 14/08/1997

CONTACT

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Bur Dubai, UAE

EDUCATION

MDS UNIVERSITY, AJMER

2020

• Master of Commerce

2018

• Bachelor of Commerce

SKILLS

- Microsoft office
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English
- Hindi
- Sindhi

WORK EXPERIENCE

WESTZONE GROUP

INVENTORY EXECUTIVE (2023 - PRESENT)

- Oversees team of inventory or warehouse employees.
- Manages inventory tracking system to record deliveries, shipments and stock levels.
- Evaluates deliveries, shipments and product levels to improve inventory control procedures.
- Analysis daily product and supply levels to anticipate inventory problems and shortages.
- Manages schedules of employees, deliveries and shipments to optimize operations.
- Communicates with inventory employees to meet business goals.
- Proposes strategies to reduce costs and improve procedures of supply chain logistics.
- Monitors demand and analysis data to anticipate future supply and logistical needs.

FINANCE EXECUTIVE

WestZone Dubai, UAE (2022 - 2023)

- Prepare and analyze financial statements, ensuring accuracy and compliance with regulatory standards.
- Develop and monitor budgets, providing variance analysis and recommendations for cost optimization.
- Manage cash flow, including monitoring receivables, payables, and investments to maintain liquidity.
- Coordinate with internal and external auditors to facilitate audits and resolve discrepancies.
- Implement financial controls and policies to mitigate risks and ensure compliance.
- Prepare monthly and quarterly financial reports for management, highlighting key insights and trends.
- Collaborate with procurement and operations teams to align financial planning with business objectives

TPDAL POWER HOUSE
BACK OFFICE ANALYST (2020 - 2022)

- Review customer electricity bills to identify discrepancies or overcharges, including errors related to meter readings, tariff changes, or system failures.
- Process adjustments for overpayments or undercharges, ensuring that all corrections are accurately reflected in customer accounts.
- Handle customer queries related to billing issues, including providing clear explanations and offering solutions to resolve billing disputes.
- Coordinate with the finance team and customer service departments to ensure timely and accurate adjustments are made.

Arena Animation
Receptionist (2018 - 2020)

- Analyze data from student's interactions or activities and generate regular reports for management.
- Attend industry-specific seminars, conferences, or workshops to stay updated on market trends, best practices, or regulatory changes.
- Gain insights into emerging technologies, strategies, or industry developments that can benefit the organization.
- Represent the organization at events, effectively communicating the company's mission and services.