

Rishitha Bharath
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rishithabharath99@gmail.com

Career Objective:

Seeking a position to utilize my skills and abilities and learn more in an organization that offers professional growth while being resourceful, innovative and flexible.

Professional Experience:

Working in Legato Health Technologies as Process Associate from January 2022 to till date.

Worked as Intern in Tata Consultancy Services(TCS) from February 2021 to December 2021

Job Responsibilities:

- Generating invoices and validate account statements
- Maintaining accounts receivable files and records
- verify invoices for appropriate documentation prior to payment
- Investigating and resolving any irregularities or enquiries
- Specialized in Accounts Receivable Processing and Audits
- Monitor and collect accounts receivable by contacting clients via emails
- Maintain accounts receivable records to ensure aging is up to date, credits and collections are applied, uncollectible amounts are accounted for, and miscellaneous differences are cleared
- Strong analytical and problem solving skills.

Achievements:

- Received couple of excellence awards for doing quality work.

Tools and Technologies:

- MS Office
- Tally

Education Qualification:

MBA(Finance) - Vivekananda Pg College- 2022 -80%
B. Com-RBVRR - Womens College - 2020 - 89%
Intermediate - Sri Chaitanya Junior Kalasala - 2017 - 70%
SSC - Frobel's Garden High School - 2015 - 88%

Personal Details:

Full Name: Rishitha Bharath	Father's Name: Venkatesh B	D.O.B:14/11/1999
Nationality: Indian	Gender: Female	Marital Status: Single
Languages Known	English	Hindi Telugu
Permanent Address: 12-14-188/1 Vinobha nagar, Lalapet, Secundrabad, 500017		

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date: -

RISHITHA BHARATH

