

Objective

Seeking innovative and challenging career in the professionally managed and dynamic organization, which provide opportunities for development and responsibilities to contribute towards organization.

Work Experience

TVS CREDIT SERVICES-(BACK END EXECUTIVE)

- Organized and analytical in all work to avoid mistakes.
- Excellent data entry and invoicing skills Great sales and customer service skills in person or over the phone.
- Understanding of accounting procedures, Exceptional writing skills.
- Proficient in computer programs related to credit processing and invoicing.

PROMOTORS-(VOUCHER EXAMINER)

- Assisted in verifying all field personnel expense reports and matching up expense items with receipts.
- Responsible for getting more detailed information from field personnel with incomplete expense report receipts.
- Assisted in training field personnel on how to properly fill out expense reports.

EXELA TECHNOLOGIES-(ONLINE DATA ENTRY- USA Health insurance claim)

- Determine coverage if any and the impact on the future coverage of the client, Communicate often with customers to give and receive updates for the claim.
- Work with insurance brokers when a customer needs to make a change because of a claim
- Enter all data into computer system for future reference

Education

- MCA from KSR College Of Engineering Autonomous. Tiruchengode with 84.45%.
- B.Sc., CS from Muthayammal College of Arts & Science. Rasipuram affiliated with Periyar University Salem, with 77.5% in 2014.
- HSC from Govt. Girls Hr.Sec.School. Sendhamangalam , with 71.75% State Board in 2011.
- SSLC from Govt. Girls Hr.Sec.School. Sendhamangalam, with 88.6% State Board in 2009.

Place:

Date:

Signature