



DHARSHANA MAHENDRAN

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Objective

To Work Sincerely by my knowledge and innovative skills, to achieve the goals of the company and to grow along with the company, which would eventually provide in- depth knowledge on the subject and hands on experience executing the same.

Experience

- ACIDUS MANAGEMENT SOLUTION** AUG 2021 - AUG 2022
CLIENT SERVICE EXCEUTIVE(INTERNATIONAL VOICE PROCESS)
My responsibilities at the workspot are:-Called various insurance companies and verify the eligibility and benefits for patients got appointment with our provider .Get Authorization if needed for procedures informed .
- SRICHAND ACADEMY** Dec 2022 - Sep 2023
BUSSINESS CO-ORDINATER CUMIELTS & ENGLISH COMMUNICATION Trainer+ Senior Coordinator
My responsibilities at the workspot are:-IELTS and English Communication Trainer ,Student Admission Councillor,Telecalling and Followed leads through social media sites
- SMFG INDIA CREDIT COMPANY LTD (Formely Fullerton india)** October - Till
Writer Bpo Operator
My responsibilities at the workspot are:-Telecalling for Bussiness loan and Personal Loan.Data entry for following Dumps and Official Documents to excel .Feed the Documents in certain crm. And Managed red and rejected files . Scanned the documents and upload the files for approval.Then booking the loan .

Education

- DR.SNS COLLEGE OF ARTS AND SCIENCE** 2017
BA.ENG LITERATURE
- CORPORATION HIGHER SECONDARY SCHOOL** 2014
+2

Skills

- Ability to work in a team, Computer skills, Communication skills, Fast learner Mang

Languages

- TAMIL, ENGLISH

ABOUT MYSELF

- I am a self-motivated and hardworking person. I am willing to learn from my mistakes and I have Shown that with good time management and study strategies, I have the ability to excel and achieve my full potential. I am always a dynamic participant in all activities and have good academic performance.