

Shanmuga priya S

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Experience

Office administrator • Anderomeda solutions pvt ltd

Sep 2018 - Apr 2019

- Assessed loan applications and documents for completeness and accuracy at Loan Distributor Company
- Verified clients' documents to ensure compliance with company regulations
- Forwarded successful loan applications to managers for further processing
- Communicated with clients to clarify any ambiguities in loan applications
- Maintained records of all loan applications and documents processed
- Identified potential fraud and reported it to upper management
- Resolved any customer inquiries promptly and professionally

Education

B.E • Vivekananda institute of engineering and technology

Jul 2013 - Aug 2017

ECE • Grade: 7.5

Motivated individual with a passion for technology and a knack for quickly mastering new skills. Established track record of engaging with peers in social settings.

Achievements and Awards

Best team award

Apr 2019

Anderomeda solutions pvt ltd

Achieved best team award for successfully exceeding organizational target. Led team to success through strategic planning and creative problem solving. Utilized effective communication and collaboration strategies to cultivate a productive working environment. Motivated team to exceed goals by promoting a positive and energetic working environment.

Class topper

Mar 2017

Vivekananda institute of engineering and technology

I have achieved outstanding success in my academic career, exemplified by topping my 7th semester with consistently high scores. My success in this semester has been driven by an unwavering commitment to excellence and dedication to achieving the best possible results. My hard work has enabled me to secure my position as a class topper, demonstrating my ability to excel in academic pursuits.

Skills

Office Word, Excel, Typing Skills, Telecommunications, Tele calling, Financial & Performance tracking, Teamwork and Leadership, Excellent time management and Prioritization skills