

# Swathilakshmi K

01, Aiyasamy Kovil Street, Karadimadai, Coimbatore-641101

8610623895 | swathiprabhavathy@gmail.com

## Objective

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Self-motivation, Endless learning capacity, dedication, will take to initiative, which is the key for being successful in career. I am confident that I will do better and reach my career goals.

## Education

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- Sri Ramakrishna Engineering College** 2017  
B.Tech Information Technology  
73%

## Experience

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- Toppan Merrill Technology Services India** June 2018 - March 2023  
Senior Quality Controller  
Strong Knowledge in legal financial document's Quality Checking with record of 4 years experience. Worked with major US, UK and Middle-East clients.

## Skills

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- Proofreading
- Style Checking
- Content Reading
- Graphics Checking
- Auditing
- Data entry

## Softwares

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- MS Office Word
- MS Office Excel
- MS Office PowerPoint
- Adobe Acrobat
- MS Outlook
- WINDOWS 10, MAC

## Responsibilities

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- Proofreading and Editing of job which is production done by MS Office tools, Quark, XML, HTML and InDesign.
- Responsible for cross checking all data providing by client are correct. If not making client clarification.
- Responsible for Content, Style and Quality Checking of job with nil errors.
- Responsible for control the Quality of the documents within the specified time frame.
- Responsible for Analyzing job scope, providing estimation time and Job Queue Management.
- Responsible for learning latest developments in technologies that are required for execution of clients job.
- Responsible for produce best result in pressure situation.
- Collaborate closely with managers to ensure that deliverables meet both the set standards and customer expectations.
- Maintain and update various trackers, diligently follow-up on tasks, monitor progress, and ensure timely delivery of the day's schedule.
- Interact and manage communication with customers via emails and phone calls, ensuring their needs are addressed effectively.

## Personal Qualities

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- Invest in learning new technical concepts.
- Ability to work in multiple teams.
- Ability to work as individual as well as in group.

- Strong Motivational and leadership skills.
- Great attention to detail.

#### **Clients Served**

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- Victory
- Morgan Stanley
- SEI
- Forethought
- KPMG
- Tekla
- Pro shares
- Pro funds
- Voya
- Brighthouse
- UBS
- Calamos

#### **Personal Data**

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- Father's Name : Karuppusamy K A
- Date of Birth : 09/10/1995
- Language : Tamil, English, Kannada
- Marital Status : Unmarried