

# **SUDARSAN P**

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## **Career Objective**

To grow along with the organization and become a professional of excellent repute by effectively contributing towards the goal and betterment of the organization

## **Experience**

An Above year of experience in the knowledge process sector at Genpact cum with Solartis Tech Pvt Ltd, Coimbatore. As an operation associate in Renewal Loss Run Specialist will play a critical role in helping policyholders and underwriters identify potential risks and make informed decisions about insurance policies, a combination of analytical, technical, communication, and risk management skills. The ability to work independently and as part of a team is also important, as is attention to detail and a commitment to quality control.

## **Academics**

Master's in Business Administration, Hindusthan College Arts and Science

Experience: Human Resources Intern, with a period of six months

- Assisted in recruiting and screening job candidates for open positions
- Conducted reference and background checks on job applicants
- Maintained employee records and updated HR database
- Coordinated employee training sessions and provided logistical support
- Scheduling planning and executing meetings and co-ordinate employee engagement

Bachelor of Commerce in Professional Accounting, Dr.N.G.P. Arts and Science College

Experience: Accounts Intern, under Chartered Accountant, with a period of two months

- Assisted in maintaining general ledger accounts and preparing financial statements
- Prepared and Data Entry for clients using QuickBooks
- Reviewed and analyzed financial data to identify discrepancies and recommend corrective action
- Coordinated with clients to ensure timely submission of financial documentation

## **Volunteer experience**

Staffing at All India Ophthalmological Society 2018 for a Month

## **Tech Skills and Interest**

Tally, MS Office, Libera, and Organization work line tools skills help me to develop my creativity into visualization like Sketch and design and exploring new software

## **Language & Hobbies**

Bilingual in Tamil and Familiar with English efficient conversational skills, and my hobbies are Horticulture and coin collection

Horticulture experience with plant care and maintenance, such as watering, pruning, and fertilizing. This hobby can demonstrate your attention to detail, creativity, patience, and ability to nurture and care for living things.

Coin collection, also known as numismatics, this hobby can demonstrate your attention to detail, analytical skills, and knowledge of history and culture. You might also have an interest in financial markets and economics and a passion for collecting rare or unique items.

## **Interpersonal skills**

Quickly adapted to new technologies and processes to improve efficiency and productivity and successfully managed multiple projects simultaneously by prioritizing tasks and meeting deadlines. Utilized time management tools and techniques to optimize productivity and deliver high-quality results

## **Declaration**

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

**Place:** Coimbatore

**Date:**

**(Sudarsan P)**