B.ANAND KUMAR

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WORK EXPERIENCE:

Office Administration, Veeranar Alloys, Chennai (01/02/2019 – till present)

Responsibilities:

- ❖ To follow up Pending payments & to do check collections and depositing works related to Banking.
- ❖ Keeping track of company data in Microsoft Excel.
- ❖ Good in working with Microsoft excel creating Pivot tables etc.

Customer Servicing Agent, Barclays, Chennai (24/05/2019-22/01/2019)

Responsibilities:

- ❖ To process complaints From UK Customers Regarding Mis Sale of Insurance.

Customer Support Associate, FHPL, Chennai (01/08/2016 – 31/01/2017)

Responsibilities:

- ❖ To Visit Corporates and Provide information about medical insurance to Employees.
- ❖ Updating Claim statuses to the Company HR Department.
- ❖ Clearing outstanding Claims
- ❖ Visiting Insurance Companies Regarding Outstanding Claims

Customer Support Associate, Vipul Medcorp, Chennai. (01/01/2015 - 23/06/2016)

Responsibilities:

- ❖ To Visit Corporates and Provide information about medical insurance to Employees.
- ❖ Updating Claim statuses to the Company HR Department.
- ❖ Clearing outstanding Claims
- ❖ Visiting Insurance Companies Regarding Outstanding Claims

Office Administration, Veeranar Alloys, Chennai (02/07/2012 – 30/12/2014)

Responsibilities:

- ❖ To follow up Pending payments & to do check collections and depositing works related to Banking.

EDUCATIONAL QUALIFICATION:

COURSE NAME	INSTITUTION	YEAR OF COMPLETION
S.S.L.C	Government Higher Secondary School	2007
H.S.C	Devi Academy Higher Secondary School	2009
B.C.A	Alpha Arts and Science College	2012

TECHNICAL SKILLS:

- ❖ Language: C#, ASP.Net, HTML, My SQL.

- ❖ Applications: Visual Studio 2005, SQL Server 2008, MS Office, Internet

- ❖ Operating System: Windows 98 , XP, Vista, Window 7.

PERSONAL SKILL:

- ❖ Positive attitude, calm and always love to keep the office atmosphere stress-free.

- ❖ Confident to work in multi discipline.

PROJECTS DONE:

- ❖ Project Name: Call Center Database Management using DOT Net.

- ❖ Front Office Management using VB & SQL.

- ❖ Institution: NIIT.

- ❖ We used Visual Studio as Front End tool and SQL Server as Backend Tool.

- ❖ The data which is entered in front-End tool should get stored in Back-end (i.e. SQL DATABASE).

- ❖ When they need a Specific data the Back-end tool must buffer back the data to the screen.

- ❖ Done Paper Presentation on topic Bluetooth and its advantages and Disadvantages.

- ❖ Sub Headings: Distance between two devices when they are connected in Bluetooth.

- ❖ Competitors of Bluetooth, Comparison between Bluetooth and infra red.

EXTRA-CURRICULAR ACTIVITIES:

- ❖ Completed A1 Level in French

- ❖ Completed Type-Writing lower and Higher With first and second class.

- ❖ Participated in NCC Camps during my college.

- ❖ Active Participation in drama's and cultural activities during college.

- ❖ Did free Operating system installation for my friends. (Windows xp installation)

PERSONAL DETAILS:

- ❖ Date of birth   :   25.07.1990.

- ❖ Native Place   :   Mayiladuthurai.

- ❖ Languages Known   :   Tamil, English & French.

- ❖ Nationality   :   Indian.

- ❖ State   :   Tamil Nadu.

I hereby declare that the above details that are provided by me are true to my Knowledge.

DATE:

PLACE: (B.ANAND KUMAR)