

RESUME

SRIKIRUBA. S

SENIOR TELEPHONE ANALYST



CONTACT

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OBJECTIVE

⇒ To secure an exciting and challenging position where I can effectively contribute my skills and knowledge for the development of my career.

EDUCATION

- ⇒ Pursuing **ONE YEAR Diploma in Nursery Teacher Training** (2023-2024)
- ⇒ **B.Sc. Computer Science** (2014 – 2017)
Shri Nehru Maha Vidyalaya College of Arts & Science with **81%** affiliated by Bharathiar University.
- ⇒ **HSC** (2012 – 2012)
Adwaith GNS Metric Higher Secondary School with **66%** in State Board Syllabus.
- ⇒ **SSLC** (2011 – 2012)
Adwaith GNS Metric Higher Secondary School with **80.2%** in State Board Syllabus.

EXPERIENCE

- ⇒ **Senior Telephone Analyst** (Sept 2020 – Dec 2023) Information Evolution Pvt Ltd
(verifying, analyzing and reporting the data of US professionals to the clients based on their projects and requirements.)
- ⇒ **Process Associate (US)** (Feb 2018 – Sept 2019)
RND Softech Pvt Ltd
(Worked as a Healthcare IT professional in insurance verification process where we co-ordinate with teams to ensure correct bills applied to health insurance companies.)

EXPERTISE

- ⇒ Knowledge in phonics, Storytelling and Effective written and verbal communication skills.
- ⇒ Having non-technical soft skill abilities like self-awareness, empathy, and emotional intelligence.
- ⇒ Knowledge in Operation System, MS Office

LANGUAGES

Tamil	⇒ Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/>
English	⇒ Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/>
Malayalam	⇒ Speak <input type="checkbox"/>
French	⇒ Read <input type="checkbox"/>

PASSION

- ⇒ Passionate about teaching and love children.
- ⇒ Exercise, Healthy living and eating.
- ⇒ Learning new things.

DECLARATION

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

Date:

Signature

(Srikiruba. S)

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