

Kowsalya A

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CAREER OBJECTIVE:

An aspiring individual ready to take up new challenges in an organization, to work in a competitive atmosphere that involves innovation and where my skills can be efficiently put to use and to strive for excellence in everything I do.

PROFESSIONAL EXPERIENCE:

Company Name	Work Location	Designation	Period of Experience
Tata Consultancy Services Ltd	SIPCOT Siruseri, Chennai	Process Associate	1.5 Years

PROFESSIONAL SUMMARY:

- 1.5 year of experience in data entry and document handling.
- Played a key role in error checking process which makes the management help to process the report easier.
- Played a key role in a team to achieve a target on time without any errors on daily basis.
- Obtained certification in typewriting with junior level.
- Capable of working independently or as part of a team, as required by the project. Able to effectively and cooperatively interface with all levels of management and associates.
- Experts in Basic Accounting, Bank Reconciliation and having a quite knowledge about Accounts Payable and Accounts Receivable.

TECHNICAL SKILLS:

Typewriting Language	English
Domain Knowledge	Mortgage Origination, Accounting
Other Skills	MS Office, Excel, GST Filing, GST Return, Bank Reconciliation

PROJECT DESCRIPTION:**Project Name:** CoreLogic**Period of Working :** June 2021 – Dec 2022

Corelogic is a US based company and it simplifies the mortgage process for lenders and homebuyers with unparalleled digital workflow solutions.

ROLES & RESPONSIBILITIES:

- Extract data from various sources and manage it in the organize computer base system
- Responsible to complete the target on time without any errors
- Collaboration with team members to consolidate the target in order to send the final reports to management.
- Excellent understanding of requirement and pursuing to complete the documents on time without any delay.

EDUCATION:

Course	Board of Exam	Percent	Year of Passing	Institution
Bcom PA	PSG University	78	2021	PSG Arts & Science college, Coimbatore
XII	State Board	98	2018	St.Maris Girls Hr.Sec School,Coimbatore
X	State Board	94	2016	St.Maris Girls Hr.Sec School,Coimbatore

DECLARATION:

I hereby declare that all the details furnished above are true to the best of my knowledge.

Date:**(Kowsalya A)**