

SIVAPARVATHAM A D

Process Executive

📞 9344951354

🌐 LinkedIn/Portfolio

✉ sivarjunad@gmail.com

📍 Chennai

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SUMMARY

Proficient in handling various tasks, data entry and document verification and file management and exceeding performance goals. Looking to work diligently with others in a fast-paced work environment as well as utilize my skills in a challenging position within a company that promotes growth and development.

EDUCATION

Bachelor science of mathematics

Madras University

📅 06/2018 - 06/2021

SKILLS

Microsoft Excel

Payroll

Document Verification

English Typewriting

Communication

Leadership

Team Handling

cvat tool

Pivot table

Vlookup

Tool / Technology

STRENGTHS



Talent

1. Communication: Effective communication skills to effectively interact with clients, colleagues and vendors.
2. Teamwork: Strong team player with a history of successful group contributions
3. Adaptability: Ability to work independently and as part of a team to achieve organizational goals.
4. Problem-Solving: Proactive in identifying and resolving complex issues.

EXPERIENCE

Process Executive

Infosearch BPO Services

📅 08/2021 - 02/2024 📍 Chennai

It is an UK based Indian company with a competence of IT enabled services that incorporates Annotation Services, BPO Services, Call Centre Services, and Data processing, mining, cleansing, verification & extraction, conversion and analysis.

- Worked on document verification and effective communication with international clients.
- Consolidate all our data into an Excel spreadsheet, and assigning it to production associates for further processing.
- Payment approvals for international UK project, which entails transferring funds to international customers through the client's designated tool
- I also have knowledge about annotation, which is image validation.
- Done quality check by myself for production and corrected errors before processing.
- Skilled in managing and prioritizing multiple tasks to ensure timely completion.
- Proficient in handling various administrative tasks such as data entry, document verification and file management
- Experienced in coordinating with different departments
- Proficient in Microsoft office and other relevant software

LANGUAGES

English

Proficient



Tamil

Native

