



SAI BALAJI RN

F&A OPERATIONS PROCESSING ASSOCIATE

CONTACT

+91 7358168228

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Chennai, Tamil Nadu.

SAI BALAJI RN

EDUCATION

- Bachelor of Commerce(C.S) - 2018
Thiruthangal Nadar College , Chennai
- Higher Secondary School - 2015
Shebha Matric Hr. Sec. School , Chennai

CERTIFICATION

- Tally ERP 9.

SKILLS

- Microsoft word
- Microsoft Excel
- Microsoft PowerPoint

LANGUAGES

- English (Fluent)
- Telugu (Fluent)
- Tamil (Fluent)

ADDITIONAL INFO

- Willing to relocate to Bengaluru

CAREER OBJECTIVE

To be deducted credit person and take part in the growth of your esteemed organization putting all my aggressive efforts. To build my future career on the wheel of your esteemed concern. Willing to work as a key in challenging environment.

WORK EXPERIENCE

INDUSIND BANK

2018-2019

CUSTOMER RELATIONSHIP OFFICER

- Building and maintaining profitable relationships with key customers.
- Verifying KYC of customers.
- Resolving customers complaints quickly and efficiently.
- Overseeing the relationship with customers handled by them
- Understanding key customer individual needs and addressing these.

BALAMURUGAN AND CO

2019-2022

AUDITOR ASSISTANT

- Served 3 years of article ship and 4 months as auditor assistant.
- Verify Company financial information.
- Accurately preparing and analyzing client's financial records.
- Doing client audit visits.
- Answering client audit queries.
- Review client account tax and accounting policies.

NTT DATA

2022 Nov 14 - current

F&A Operations Processing Associate

- Timely entry of data and data corrections as and when required.
- Verifying proper completion of the process and change documentation.
- Ensure accurate and timely completion of transactions to meet or exceed SLAs.
- Process daily activities and premium reconciliation for clients.
- Developing and maintaining a solid working knowledge of the insurance industry and of all products, services and processes performed by team resolving complex situations following pre-established guidelines.
- Promoted from associate to Quality check within the span of one and half years of service.

PERSONAL DETAILS

Name : Sai Balaji RN
Father's Name : R.Nageswara Rao
DOB : 17.05.1998
Gender : Male
Nationality : Indian
Religion : Hindu
Marital Status : Married