

SANJIV. C
sanjivc391@gmail.com
Mobile: 8870519416

OBJECTIVE:

Looking forward for an opportunity in the field of Finance & Accounts, where I could contribute my skills for the success of the Organization by taking challenging Assignments

WORKING EXPERIENCE:

A competent professional with 1 **years** of experience in Cheque Transaction processing.

Expertise in concept of **401K, Defined Contribution and Defined Benefits.**

Currently designated as **Processor** in **Wipro HR Services.**

Possess knowledge in Service connect, Lotus Notes, and generating day-to-day reports on inventory.

Excellent communication, interpersonal, analytical & negotiation skills with strong organizational and team building abilities.

AREA OF EXPERTISE:

401 k
Banking Operations

ORGANIZATIONAL DETAILS

Since 1st March 2021
Wipro HR Services., Chennai

Duration: April 4-Till now

Role: Processor

Responsibilities:

Estimating the amortization schedule for borrowers to pay back their dues

Performing R2R Process flow - preparing and reporting the overall accounts to senior management

Follow up with customers on queries on repayment.

Assisting US employees to transfer the funds from prior plan administrator to current employer (Rollover)

Verification of documents on acceptance or denial of request.

Provided support for internal and external audits.

Adhere to client SLA's and timelines



Performed inventory procedures on a monthly and quarterly basis.
Assisting US employees to pay back their loan before taxation.
Providing a Standard Operating Procedure to be followed for the process (Innovation).

Achievements:

Got "Excelling" rating for the past one year continuously.

EDUCATIONAL DETAILS

| Course | Year of Passing | College | Percentage |
|--|-----------------|-----------------------------|------------|
| Bachelor Of Business Administration (B. B. A) | 2017 | SPC - college Courtallam | 62 % |

DECLARATION

I hereby declare that above written Particulars are true to the best of my knowledge and belief.

Yours Faithfully

(SANJIV. C)

