

Onkar Jayendra Vaity

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📍 Room no. 33, BDD Chawl 10,

📅 1999/11/04

Sewri(W), Mumbai 400015



Profile

An organized, detail oriented and conscientious Associate with two years and five months of experience in Business Operations, able to strategize and prioritize effectively to accomplish multiple tasks.

Professional Experience

2021/12 – Present
Mumbai, India

Process Associate

Accenture - Business Operations

- Responsible for processing Inquiries related to payments and providing resolutions to claimants.
- Follow established procedures to complete complex assignments and resolve problems that require in-depth investigation or research.
- Make approval or denial decisions with claimants in accordance with policy provisions.
- Ensure the work is completed to a high level of accuracy within service level agreements, to achieve regulatory targets.

Skills

- Excellent oral and written communication skills
- Self-confident with an ability to take timely and sound decisions
- Event Management Skills

Extra-Curricular Activities

- Basics of MS-Excel
- Attended seminars on Business Communications
- Worked in the Event Management team in college as well as society.

Education

2018 – 2021	BCOM CGPA 6.76
2017	HSC 57.83%
2015	SSC 44.40%

Languages

- English
- Hindi
- Marathi

Declaration

I hereby declare that all the information given above is true and correct to the best of my knowledge.