

# Onkar Jayendra Vaity

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Sewri(W), Mumbai 400015

📅 1999/11/04



## Profile

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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

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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

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

## Extra-Curricular Activities

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

## Education

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2018 – 2021	<b>BCOM</b> CGPA 6.76
2017	<b>HSC</b> 57.83%
2015	<b>SSC</b> 44.40%

## Languages

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- English
- Hindi
- Marathi

## Declaration

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