

## Curriculum Vitae

K.David Deva Simiyon

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### **Career Objective:**

To obtain challenging and responsible position in an organization wherein I contribute to the successful growth of an organization using my abilities and knowledge. "There is always a better way of doing things" is the common belief.

### **Work Experience:**

#### ***One Click Technologies, Karaikudi***

**Process / Client** : Sky Voice, Call Center, BPO Provider

**Designation** : Team Manager

**Duration** : From June 2015

**Description** : Handling full process and office administration

**Responsibilities** : Marketing activities, Backend operations, Tele support, Chat support, Data entry work and Team Management

#### ***Tata Consultancy Services BPS Limited, Chennai***

**Process / Client** : Chargeback / Citi Bank, UK

**Designation** : Process Associate

**Duration** : Apr 2014 to May 2015

**Description** : Handling Credit card disputes / queries

**Responsibilities** : Solving customer queries, Initial level processing of query related solution, MIS maintenance, Internal Log maintenance, Client communication and internal teams' communication

***Infosys BPO Limited, Bangalore***

**Process / Client** : Chargeback / Citi Bank, UK

**Designation** : Process Associate

**Duration** : Jul 2013 to Dec 2013

**Description** : Client Data Administration

**Responsibilities** : Opening and closing of accounts, Maintenance of accounts,  
Amendments of accounts & account holders, Portfolio creation,  
MIS maintenance, Internal Log maintenance

**Academic Qualification:**

Degree	Institution	Year of Passing	Percentage
MBA	Sri Ramakrishna Institute of Technology, Coimbatore	Jul-13	74
B.Com (CA)	Ananda College of Arts and Science, Devakottai	Apr-11	78
HSC	Alagappa Model Higher Secondary School, Karaikudi	Mar-08	69.5
SSLC	Alagappa Model Higher Secondary School, Karaikudi	Apr-06	65.2

**Computer Proficiency:**

Operating Systems : Windows (10, XP, Vista), LINUX, UNIX

Languages : VB, HTML, Java, C, C++

Database : Access, Oracle

Packages : MS Office, Tally, SPSS

MS Office : MS Excel, Word, PowerPoint

**Hobbies:**

- Listening music
- Riding car

**Strength:**

- Hard worker
- Ability to understand
- Team Management
- Smart worker
- Able to manage situation

**Personal Details:**

Date of Birth : 17.11.1990  
Blood Group : O Positive  
Father's Name : D.Kulandai Xavier Raja  
Mother's Name : A.Anbu Kirubavathi  
Languages known : Tamil and English  
Present Address : 17, Matha Nagar, Illupakkudi Road, Karaikudi - 630202

**Declaration:**

I hereby declare that the above furnished details are true and correct to the best of my knowledge and belief.

Date : 10-11-2020

Place : Karaikudi

[K.David Deva Simiyon]