

Deepthi Paryada
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CAREER SUMMARY AND OBJECTIVE

A position that promises exciting challenges and opportunities for growth and professional development. Seeking an opportunity to add value by contributing my experience and knowledge while looking for avenues to grow professionally.

ACADEMIC PROFILE

2011 – Bachelor of Computers
Specialization: Computers
Ideal Degree College for Women's, Hyderabad

2008 – Board of Intermediate Education
Specialization: Maths, Economics & Commerce
Gowtham Junior college, Hyderabad

2006 – State Board of Secondary Education
Specialization: Maths, Science (Physics, Biology), Social Studies
Shanthi Niketan High School, Hyderabad

PROFESSIONAL EXPERIENCE

Industry	:	Commercial Insurance
Service Area	:	Consulting
Service Line	:	Outsourcing

ORGANIZATION I :

Company : Cognizant Technology Solutions Pvt Ltd,

Duration : June 04,2014 -September 08,2017

Positions : Senior Process Associate.

Job Profile:

- Handling agent, Underwriter and policy holder correspondence.
- Maintain, utilize and perform policy revisions for renewals.
- Working knowledge on state-specific rules, processing. Systems, pricing guidelines.
- Follow up with agents and underwriting for missing/inaccurate information.

Acknowledgements:

- Received monthly spot award for best performance in team.
- Received Star of the team Award for taking initiative and performing activities.
- Displayed full commitment to client deliverables.
- Helped team members in their Mentoring Phase guiding and training them with the Process Work Flows and Requirements.
- Ensuring Productivity and Quality Score to be 100 % with regards to Client Core Deliverables.

SKILLS SET:

- Good Communication and Interpersonal Skills.
- Innovative and self-reliant.
- Optimistic and self-motivated.
- Adapt easily to new concepts and responsibilities.
- Potential to learn and specialize quickly.
- Good Team facilitator.

TECHNOLOGICAL SKILLS:

- Well versed with MS-Office applications- Word, excel and power point, outlook.
- Internet explorer and search engines.

EXTRA CURRICULAR

- Participated in college mock AM of IITC.
- Received rewards and appreciations from mentors in school and college events (singing, dramas).
- Participated in outdoor games in school and college level.

INTERESTS

- Listening Music
- Reading Books, Magazines,
- Cooking
- Watching Television Pro-grammes especially based on Reality shows & comedy clips.

PERSONAL PROFILE

Name	- Deepthi Paryadha
Work desired	- Full time
Citizenship	- Indian Citizen
DOB	- 19-6-1990
Experience	- 17months
Linguistic Proficiency	- English, Hindi, Telugu,
Marital Status	- Married.

DECLARATION

I here by declare that all the information furnished is true to the best of my knowledge.

DATE:29-06-2018
PLACE: Düsseldorf

Deepthi

I appreciate your time reviewing my application, and it will be a pleasure for me to attend an interview with your company.