



Sabithabalan1992@gmail.com



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Varthur, Bangalore, Karnataka

Sabitha.K.B

ASSISTANT BUSINESS PROCESS SERVICE

EDUCATION

Bachelors Of Commerce (B.com)

Bangalore University : 2011-2014

Miranda Institute Of Management Studies,
Bangalore , karnataka

Computer Science (EBAC)

Bangalore University : 2009-2011

Indiranagar Higher Secondary &
Composite PU College , Bangalore ,
Karnataka

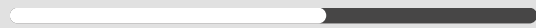
SKILLS

Computer Basics

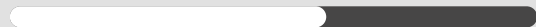
MS Office



MS Excel



MS Word



ACCOMPLISHMENTS

Recognition and rewards for best
performance in the team

Rewarded for good leadership

Participated in indoor and outdoor games
held by the organisation and won the prize

Complimented by team lead & coworker

Contributed to good customer service

Mentoring new joiners

PROFILE

To achieve a challenging position in a professional organisation through self improvement by excelling in all responsibilities with sincere hard work , dedication and commitment. To work towards the developments of the organisation. and grow with it.

EXPERIENCE

Dxc Technology

August 2016- May 2022

Assistant BPS

I have worked for the department commercial insurance (Real-estate & Legal Indemnity). To process Invoice documents for the UK Client (AON). Client provide us with the slips such as MRC market reform contract , ED endorsement declaration and LPAN London premium advisory note , in which we need to check APRP additional and return premiums and other details through various applications such as citrix , pega , tracker, IMR and POSH. Process invoices with 100% accuracy and quality and proactively follow upon unprocessed invoices. Processing on APRP invoices on urgent basis by checking all the required details like premium , tax , commission and various other details mentioned in the slip which include broker number , settlement due date , policy period and various other clauses need to amended .Checking customer details like name, date , address , premium amount , tax , billing no, and other details need to be amended. Actively attending the team meetings to ensure the goals are achieved .

Allsec Technologies Limited

October 2014-January2016

Customer care executive

I have worked for free charge process which is online recharge portal. In which i need to explain customers about their offers , benefits through emails. Analysing & solving complaints related to recharges , offers, account balance deductions etc Process with in Turn around time, maintain accuracy & quality.

LANGUAGES

English

Hindi

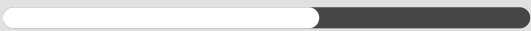
Malayalam

Tamil

Kannada

HOBBIES

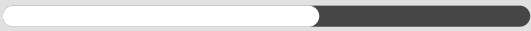
Cooking



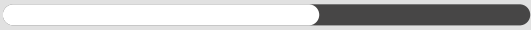
Reading



Dancing



Singing



Duties attended as directed by the team leader and work in different cluster and given cross training with other projects and providing training and supervising new joiners.

DECLARATION

I solemnly declare that all the details mentioned above are true to my knowledge and honesty

Date: (Sabitha . K.B)
Place: