

**CAROLINE DAVID****Email** : CAROKUTTY97@GMAIL.COM**Mobile** : +91 8778780231**OBJECTIVE**

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To have a growth oriented and challenging career, Where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and teamwork.

**PROFESSIONAL EXPERIENCE**

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**HDFC Bank**

Back Office Executive

*January 2020 – February 2021***Job Role**

- Working on HDFC loan process data entry field.
- We have to cross check the Customer KYC details.
- Sending Mail to the client directly.

**Sygnel Informative Solutions Pvt Ltd.**

Senior Process Associate

*April 2021 – September 2023***Job Role**

- Reviewed account information to confirm patient and insurance information is accurate.
- Insurance verification.
- Working in quality checking and error organizing.
- Analyzing feedback report from client.

**TECHNICAL\_SKILLS**

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- MS-Word, MS-Excel, MS-Outlook.

**PERSONAL ASSETS**

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- Hardworking and Honest.
- Creative and logical thinking.
- Willingness to learn and Problem solving ability.

- Ability to adapt with the changing environment.
- Punctual and innovative.
- Cooperative and quick learner.

## ACADEMIC QUALIFICATION

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University of Anna

Chennai, Tamil Nadu, IN

*Bachelor of Engineering in Computer Science*

*April 2018*

## Project Undertaken

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“A Secure Cloud Based Web Application Against pollution Attack And Convincing File Techniques”.

## PERSONAL PROFILE

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Name	:	Caroline David
Father name	:	David.B
Date of Birth	:	27.08.1997
Sex	:	Female
Marital Status	:	Single
Total Experience	:	2 Years
Languages Known	:	English and Tamil
Permanent Address	:	F-29,3 <sup>rd</sup> Block Arun Excello – ATANA Karanaithangal, Padappai, Kancheepuram District - 602105, Tamil Nadu, INDIA.

## DECLARATION

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I hereby confirm that the information given above is true to the best of my knowledge.

Date :

Thanks & Regards  
(Caroline David)