



Driven and enthusiastic Associate experienced within the Banking & Financial industry. Possesses 4+years training workers and other personnel. Ensures the execution of all health and risk management protocols and following safety guidelines for all workers. Very thorough with a high attention to detail

Extra-curricular Activities

- Won 2 times painting Competition- with in team level
- Won 2nd prize, University level Essay competition
- Participated in Wrestling in Team level
- Won 2nd prize in university level Essay competition in college.

Soft Skills

- Done course in TCS about presentation and mail etiquette
- PowerPoint, Excel, and Word formatting
- MS outlook

Contact me

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BABYMANI AMMASI



EXPERIENCE

- 4+ years of experience in the Banking and Finance industry as a Senior Process Associate in TCS, Chennai. (2011-2016)
- Back-office process of BNPPF, Brussels.
- Fed information into VB Database Management and prepared Documents forward to end client
- In-depth knowledge of entering data fields into computers in Windows
- Ability to process banking files high volume of data on-line accurately
- Worked as a teacher in Saraswathi school (2016-2018)
- Transcript the reports and documents as per client requirement for 6 months
- Did freelancer - Edited, processed data entry and distribution of raw source documents. (2019-2021)
- Collected, assorted and verified accuracy of data provided.
- The Covid-19 has changed a lot about our world, but it hasn't changed my enthusiasm for being a hardworking, productive, energetic, I have done covid19 awareness program through village welfare



COMPUTER COURSES

- Diploma in Computer Application (DCA) - 2006
- Diploma in Desktop Publishing (DTP) - 2007
- Type Writing Senior Grade (English) - 2015



EDUCATION

- University of Madras, Chennai
Master of Arts: English Literature – 2013
- Periyar University, Salem
Bachelor of Arts – 2011
- Govt. Girls. Hr. Sec. School,
Valappady H.S.C – 2005
- Govt. Girls. Hr. Sec. School,
Valappady S.S.L.C – 2003