

KEERTHIKA. B  
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Email - keerthikanow@gmail.com

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## OBJECTIVE

To work in a challenging environment that promises growth as well as opportunity to learn more. To shoulder responsibilities effectively and contribute towards the growth of the organization with the skills I possess and have developed.

## EXPERIENCE

Designation - Process Associate  
Duration - 02-Jul-2010 to 02-Dec-2013  
Organization -Accenture Services Pvt. Ltd Chennai.

## PROFESSIONAL SKILLS

- Keyboarding Skills – score of at least 30 wpm with 90% accuracy and exhibits good navigation skills
- Strong problem solving skills and the ability to prioritize tasks in order to achieve project goals within established timeframes
- Have strong Interpersonal skills with a track record of providing excellent customer service
- Excellent written and verbal communication skills. Experience in facilitating process review work teams
- Demonstrate strong social and interpersonal skills
- Strong communication skills with excellent interpersonal abilities
- Highly organized, detail-oriented with a strong work ethic and demonstrated teamwork skills
- Maintaining the quality in the work
- Taking the initiatives to help the process related queries and solving them
- Training the new joiners regarding different line of business

## EDUCATION

B. sc. Computer Science (2007-2010) with 72% from Alpha Arts and Science College.  
HSC (2007) with 63%  
SSLC (2005) with 72%

## **SKILLS**

Operating System : All windows Operating System.  
Programming Languages : C,C++, Java.  
Web tool : HTML, Java Script.  
Packages : MS Office, MS Visual Basic6.0.  
DBMS Packages : MS SQL Server 2005, Oracle.

## **PERSONAL DETAILS**

Name : B. Keerthika  
Father's name : S. Sathyamoorthy  
Husband's name : P. Balamurugan  
Date of birth : 05-03-1990  
Marital status : Married  
Permanent Address : S2 Sri Charan, Krishna Nagar, 3<sup>rd</sup> Cross Street,  
Madhanandhapuram, Chennai-600125  
Phone : 9940010232

## **DECLARATION**

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

Date:

Place: CHENNAI

**( Keerthika. B)**