

# Inbarani T

## Associate Consultant

### KRA

Microsoft Excel  
Reporting Capabilities  
Customer Support  
Verification Process  
Process Analysis  
Communication Skills  
Invoicing

### Contact Details

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**DOB** 17/02/1995  
**Languages** English, Tamil, Kannada and Telugu

**LinkedIn :** [linkedin.com/in/inbarani-t-5b5409132](https://www.linkedin.com/in/inbarani-t-5b5409132)

### Key Courses Taken

Microsoft Office

- Word
- Excel
- Power Point

Tally ERP9

### Education

**Graduation Degree** **2015**

St Anne's Degree FG college for Women  
B.Com

**High School** **2010-12**

St. Anne's PU college for Girls  
ITI Vidya Mandir High School

### Career Objective

Practical Associate Consultant with expertise in managing priorities to meet deadlines and realize high- quality outcomes. Committed to establishing credibility and developing relationships with associates and managers. Strong conceptual thinking skills and new concepts acquisition. Excellent eye for detail enabling quick identification of areas for improvement to help businesses reach goals.

### Experience

**Carrernet Technologies pvt ltd**

**Jan'22-Aug'23**

MIS - Associate Consultant

Worked in Excels for creating various Reports on interview schedules and client's business analysis

- Created formulas based Dashboards on excel as well as in powerpoint based on client's requirements
  - Graph and chart presentation on both excel and powerpoint
  - Worked on various roles in excels such as pivot tables, data validation, formatting etc
  - Evaluated diverse organizational systems to identify workflow, communication, and resource utilization issues.
- Compiled research data and gave professional presentations highlighting finds and recommended optimizations
- Interview scheduling and Verifying documents

**Nov'22-Dec'22**

**First Source Pvt Ltd**

**Aug'20-Jan'22**

Senior Customer Support Executive

Number Portability: Porting customer's number manually

- GUI : These applications used to send complete number details from one service provider to another for porting
- To look enquiries and responses received through emails and attending the same .Verification/ online checking of portability details
- Provide timely resolution to the complaint raised and updating the current status of customers.
- Verifying and rectifying the errors based on the requirement.
- Aligned organizational objectives with company mission to increase business growth and integrate work strategies

**Capita Pvt Ltd**

**Nov'16-July'18**

Senior Customer Support Executive

These applications used to view the complete account details and the transaction initiated by customer through any mode

- Calculating bills up to date and Generating Invoice only for sole partnership, organization holders and intuitions
- To look clients enquiries and complaints received through emails and attending to the same
- Verification/ online checking of account holders details
- Updating Bank Account details, changing account name, changing trading place
- Investigating Debit and Credit Balance on the account and Provide timely resolution on the same eg rectifying errors, load if debit balance and refund if credit balance and Generate Invoice etc
- Target centric and result oriented
- Provided basic troubleshooting and product set-up support for customers

**Ocwen Financial Solutions Pvt Ltd**

**Aug'15-oct'16**

•Imaging Associate- Loan Verification

- Imaging-Confirm Validity of loan number Provided on the Image Against Borrower
- Information Available In real Servicing
- Review Scanned Image and Categorize image according to attributes available /provided
- Verify loan documents including income credit appraisal
- Review file documentation and make sure all items need are requested
- order and coordinate loan documents
- Responsible for ensuring that all loan documentation is complete accurate verified And complies with company policy
- PostBack quality control (PBQC)