

ISWARIYA PRADEEP

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OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company.

WORK EXPERIENCE

Process Associate, Tata Consultancy Services, Chennai

Responsibilities:(US Mortgage Deed Processor) (June 2017-Jan 2022)

- Establish operation strategy in my team for improving process simplifications.
- Prepare data report and information for making a regular report on process analysis using Macros.
- Perform data scrutiny for complex data by using Kofax's tool.
- Handled client mailing activities, Team management, and process distribution.
- Working with internal stakeholders to ensure that process communications are updated, is essential.
- Initiating a hierarchical escalation process as per the incident management process, including senior authorities and securing their support.

EDUCATION

Pursuing Master of Computer Application (2023-2025) via Online mode at Kalasalingam University, Madurai, TN.

Bachelor of Science in Bio-Technology, at Nandha Arts and Science College, Erode (2014-2017)

SKILLS

- I have completed 6 months of Java training and am now well-versed in Java.
- Excellent knowledge in MS Excel, PowerPoint, and Word
- Strong organization skills and ability to multi-task and prioritize work
- Excellent communication skills with the ability to work with executive staff members both internally and externally
- Ability to manage, teams that handle intensifications and identify, isolate, and resolve the concerns

Nationality

: Indian

Marital Status

: Married

DOB

: 1996 - Feb - 02

I, solemnly state that the above information given is true and correct to the best of my knowledge and belief.

Place : Coimbatore

Date :