



Pradeepa G

Contact:

Mobile: +91 9945145770

Gmail: G.pradeep743@gmail.com

Work History: – 9+ years

- WELLS FARGO EGS (INDIA) PRIVATE LTD: - 2020 to Presently working As Operational Processor
- BUHLER INDIA PVT LTD: - 2017 – 2020 (2.7 years) As a MIS Executive.
- INFOCON INTERNATIONAL LTD: - 2013 – 2017 (3.5 Years) As a Process Associate.

Education:

- B. Com: GFG (Govt. First Grade) college, 2014.
- PUC: Gupta College, Hosakerhalli, 2009.
- SSLC: Sri Ramakrishna vaidyamandhira, 2006.

Career Objective: A position to utilize my skills and abilities in the company that offers professional growth while being resourceful, innovative, flexible and to contribute strongly to organizational goal.

Highlights

- Works well under pressure.
- Exceptional interpersonal skills
- Willing to take Responsibilities.
- Worked as a Subject Matter Expert (SME).
- Good Team Player, Quick Learner & Positive Attitude
- Good with MS excel to compare the various data and complete the task quickly and accurately.
- Good with analytical skills.
- Good in Excel reports with formulas and SAP Reports

Experience

Company: **WELLS FARGO EGS (INDIA) PRIVATE LIMITED** as an **operational Processor - 02/2020 to Presently Working.**

Responsibilities:

- Paid attention to detail while completing assignments.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Worked flexible hours across night.
- Responsible for applying checks based on the remit details for wire, ACH and chain store EDI820 payments in choice application.
- Working with CSR for unapplied payments to get information on missing details.
- Ability to accurately process high volumes of work within established deadlines
- Ability to communicate well with US counterparts in virtual environment
- Good with MS excel to compare the various data and complete the task quickly and accurately.
- Very detail oriented and ability to research & decision-making ability on missing information of remit details to process unidentified and unapplied payments and priorities, and deliver the tasks within the stipulated timeline
- Skilled at working independently and collaboratively in a team environment.
- Doing QC to control the error on daily basis, Conducting & actively participation in error discussion meeting.

Personal Details:

Address:

#134 5th Cross,
Veerbhadr Nagar,
near PES College,
Bangalore south,
Bangalore, Karnataka
– 560085

Father's Name: Govindappa

DOB: 12/02/1990

Sex: Male

Religion: Hindu

Nationality: Indian

Marital status: Married

Linguistic abilities:

- English
- Kannada
- Telugu
- Hindi

Hobbies:

- Collecting coins
- Enjoying folk songs
- Reading news papers
- Active social worker and one of the team member in MARGADARSH ASSOCIATION FOR PHYSICALLY CHALLENGED in youth team.

Experience

Company: BUHLER INDIA PVT LTD As an MIS Executive - 07/2017 to 02/2020.

Responsibilities:

- Produced tables, pivot reports and charts for use in key decision-making processes.
- Generated reports for each month and covering the data in Excel and PPT reports.
- Used SAP to input, analyse and model data.
- Determined data retention parameters based on organizational requirements.
- Maintained MIS security and performance levels, dictating organizational policy to maintain threat protection effectiveness.
- Prepare analysis work for potential customer data.
- Taking the complete responsibility to Preparing the incentive structure calculation to our engineers as per company standard.
- Good in SAP work and analysis.

Company: INFOCON INTERNATIONAL LTD As a Process Associate - 11/2013 to 06/2017.

Responsibilities:

- Process legal USA law cases in company's own software
- Collaborated with team to define business requirements for organizational processes, achieve productivity standards, and adhere to accuracy standards.
- Partnered with cross-functional teams to conduct thorough discovery and due diligence on existing processes.
- Performed quality assurance checks on transactions and account actions to assess compliance with state and federal regulations.
- Identified and resolved process issues to drive optimal workflow and business growth.
- Prioritized initiatives to increase success rates of strategic projects.
- Processing and Quality checking the cases files complete the work as per the Customers request.

I am a One of the youth team Member in MARGADARSH ASSOCIATION FOR PHYSICALLY CHALLENGED (NGO).

Date:

Place: Bangalore

(Pradeepa G)