

SUSHMITHA SHETTY

Email id : sushmithashetty231@gmail.com

Contact number : +919632045212

CAREER OBJECTIVES

To work in a competitive organizational environment where there is a scope for the enhancement of professional skill there by contributing to organizational growth and success.

WORK EXPERIENCE

Company : Specialist Diagnostic Services Pvt Ltd

(15th January 2018 to 31st May 2022)

End Client : Medical Process

Designation : Junior Process Associate

Department : Medical Department

Job Profile:

- Worked with Specialist diagnostic services providing the best solution in the form of customer software after analyzing the users needs and problems.
- Verified patient insurance coverage, created financial plan according to treatment schedules for collections and communicated between patients. I have strong knowledge of Medical process.
- Proved myself and succeeded with all the responsibilities given to me for handling Projects like Medical Process.
- Worked with Medical Process for 2 years through chat and email. I have experience on how to handle escalation customer requirements.

Company : Teleperformance Global Service Pvt Ltd

(3rd June 2022 to 31st March 2023)

Designation : Customer Supportive Executive

Department : Secured And Unsecured Loan

Job Profile :

- Deal directly with clients to assist them with loans, answer their queries, and find solutions to their issues.

- Resolving customer complaints brought to your attention.
- Working under axis Bank payroll.

EDUCATIONAL QUALIFICATION

Course	Institution	Year of passing
B.Com	Mahatma Gandhi Memorial College Udupi	2017
PUC	S.R Pre-University College Hebri	2014
SSLC	Karnataka Secondary Education Examination Board	2012

KEY SKILLS

- Ability to understand and implement according to the requirements
- Ability to deal with people friendly and inquisitiveness to learn new things.
- Good Personality, character ethics and hard worker.
- I have complete knowledge of Accounting Package, Tally Basic Computer.
- NCC, Attended CATC Camp at Sringeri, and Medical Camp at Belgaum.
- Participated in the International day of Yoga at MIT Manipal.

PERSONAL DETAILS

Name : Sushmitha Shetty

Father's name : Sudhakar Shetty

Mother's name : Sujata Shetty

Date of birth : 13th November, 1996

Marital status : Married

Nationality : Indian

Languages : English, Hindi, Kannada,Tulu

Permanent Address

SriManjunathaNilaya
Hanadi Belanje Post via Hebri
Karkala Taluk,
UdupiDistrict
Karnataka-576112

DECLARATION

I am confident about my ability to work in a team successfully. I hereby declare that the above information furnished is true to the best of my knowledge and belief.

Place:

Date :

(Sushmitha Shetty)