

**CHAITHANYA S**

Schaithanyakv@gmail.com

9035713215

Bangalore

Karnataka

**CAREER OBJECTIVES**

To utilize my skills and abilities in the industry that offers professional growth while being resourceful, innovative and flexible.

**WORK EXPERINCE**

- Currently working as Process Analyst in **Gallagher Service Center LLC.** from July 2015.

**Designation:** Process Analyst (Finance & Accounts Department)

- Preparing Invoice by analyzing the documents provided by the client to bill.
- Tax Filing to Federal Government on behalf of the client.
- Quality Audit: Designing Quality metrics and conducting audits of Fundamental Data on a monthly basis.
- Pre-screening the documents and creating activities for billing, tax filling and payments.
- Communicate with on-shore team through e-mails and jabber for clarifications & resolutions.
- Verification of Cheques v/s Client documents.
- Reconciliation of billing v/s Payments.
- Reconciliation of Branch Accounting Transactions (Monthly Activity).
- Preparing Quarterly, Monthly and Daily trackers.
- Training the new joiners on the applications used to process.

**Professional Achievements:**

- “SPOT LIGHT” award winner.
- Received Kaizen Certificate for contributing ideas to improve productivity and quality in the process.
- Received Client appreciation via emails.
- Cleared "Gallagher India Insurer accounting Fundamentals course" (GIIAF) exams.
- Cleared "Gallagher India Accounting Course" (GIAC) exams.

## **EDUCATIONAL QUALIFICATION**

**Bachelor of Commerce, (B.Com):** Appeared in 2012-2015 from St. Claret College, affiliated to Bangalore University, Bangalore.

**PUC:** Appeared in 2012 from St. Claret Pre University College, affiliated to Karnataka Secondary Board.

**Secondary School of Certificate (Standard X):** Appeared in 2010 from Vinodh Eng Med School, affiliated to Karnataka Education Board.

## **COMPUTER PROFICIENCY**

Knowledge of computers MS- Word, MS- Excel, MS- Power Point, Tally etc.  
Knowledge in EPIC, Citrix, BSD-Portal and CSP.

## **KEY SKILLS**

- Ability to work in a team.
- Good analytical and problem solving skills.
- Eager to learn new things
- Good listener and has a lot of patience.
- Well coordinating team player and efficient in leading/handling tasks.

## **PERSONAL DETAILS**

<b>DOB</b>	: November 12, 1994
<b>Sex</b>	: Female
<b>Nationality</b>	: Indian
<b>Religion</b>	: Hindu
<b>Languages Known</b>	: English, Kannada, Tamil and Telugu
<b>Interests</b>	: Travelling, Playing Games and Music