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| **Jayashree L** | |
| **Contact: +91-8123029756| E-Mail: jayashree1190@gmail.com** | |
| **SKILLS / CERTIFICATION**   * Tally 9.2 (Diploma in Advance Accountancy) * MS Office - Word, PowerPoint & MS Excel * English Typewriting Junior, Commerce Examination Certificate   **STRENGTHS**   * Ability to absorb and learn new things, Confident on Customer Relationship * **Responsibility, Teamwork,** Attention to detail and Dedicated * Good communication, Positive Attitude, Regularity   **PERSONAL DETAILS**  **Date of Birth:** 11th June 1990  **Languages Known:** English, Hindi, and Kannada  **Address:** #12, 3rd Cross, R.M.V, 2nd Stage, Ashwathnagar, Bangalore – 560094  **Hobbies:** Drawing, listening to music, playing outdoor games, and Dancing | **PROFESSIONAL SUMMARY**      **First Advantage – Investigation Service Company, Bangalore, India**  **Operation Analyst | August 2021 – February 2023**   * **Team:** Employment Verification, The process includes Pre Employment Background verification of Indian Candidates * **Software :** CSPI, SLA, MS office, MS Excel * Background Verification of past employment details of prospective candidates for clients and their organisations * Coordinating with the Human Resource team and Line managers for employment & reference verification * Gathering information by HR teams through verbally or written mail as per SLA and generating reports according to client specifications * Verifying through candidate UAN number, Pan/Tan, and in EPFO portal, Authentication of employee documents ( Experience, Relieving Letter & Pay slips of previous organization) * Flagging the candidate reports as per the norms of the organisation * Initiations of checks case on case and updating in respective tools & Maintaining track of cases for future reference of clients * Handling and supporting a team for required productions * Day to day work is regularly monitor by team leader and mentors to ensure it is finished within the framework of timeliness and accuracy     **IIFT College of Fashion, Bangalore, India**  **Academic Coordinator | July 2017 - April 2021**   * Managing and Coordinating Academic activities and other office heads of the department between College & University (Bangalore & AWUV University) * Handling Admission Plan and direct the orientation, registration process including enrollment management, graduation activities for Karnataka and Non Karnataka students * Coordinating with the Principal, Vice Principle, Counsellor’s and others department with students data and perform analysis reports * Maintaining respective registers and Files related to academic admission, Examination, Results Sheets, Marks Cards, Convocation Certificates and Students relevant documents. * Coordinating in oral and written communication between University and other heads of the department and answers routine and often complex inquiries for the department     **Aegis Limited, Bangalore, India**  **Senior Operation Executive | April 2016 - July 2017**   * **Team:** Tata AIA Life Insurance. The Process includes Life and General Insurance * **Software :** CRM, SLA,MS office, MS Excel * Accessing customer accounts and policy schedules. Providing customers with detailed information about policies and products, premium due dates and APL amount, Verifying information on applications for policy reinstatement and approval eligibility * Handling Insurance claims. They review claims submissions, obtaining and verifying information correspond with insurance agents and beneficiaries and process claim payments status. Checking the claim requests for adequate information, validation, justification and authenticity * Providing all information about the insurance company’s product and services as well as customer complaints and general inquiries and any modifications in the policy to prospective as well as current clients * Managing workflow to ensure processing of handling calls efficiently and ensure maximum productivity & Meeting regularly with team members to achieve set goals * Forwarding customers to sales agents when a policy needs to be initiated or upgraded   **National Bureau of Agricultural Insect Resources, Bangalore, India**  **Accounts & Administration Executive | February 2012 - March 2015**   * Managing Accounts, Maintaining Subsidiary Cash Book * Bank transaction, Reconciliation Statement, A/c’s Receivable and Payable, Invoices bills, Credit/Debit Voucher, Purchase & Works orders & Administrations activities   **Academic History**  **Master of Commerce (M.com) in Correspondence**  **KSOU Mysore University 2013 – 2014**  **Bachelor of Commerce (B. Com), Finance**  **Seshadripuram First Grade College, Bangalore University 2008 – 2012**  **Senior Secondary (XII), Commerce**  **Seshadripuram College, Bangalore 2006 -2008**  **SSLC**  **Sunshine English School, Bangalore Year of Passing: 2006** |