K.NIKITHA

MOBILE NO:8186871029

Email: nikitha.kodimela@gmail.com

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* **OBJECTIVE:**

I look to associate myself with an organization where there is scope for contributing and upgrading my knowledge for the development of self and organization. I shall discharge my duties to the satisfaction of my superiors. I go about my job with perfection and pursue excellence to the best of my abilities.

* **Professional Experience:**

Company Name: EXL Service IND Pvt.Ltd

Position: Senior Associate

Period: February-2017 to present

Experience :property and casualty insurance

**Roles and responsibilities:**

* As a part of my job roles I was involved production, Meeting Targets and ensuring to reach my SLA’s ,Quality & TAT.
* Involved in decision making task as my work is completely related to premium based work for us client.
* Resolving Customer queries.
* Apart from my core part of job I was also involved in Reports.
* Working with other projects team members whenever required.

**Awards and recognitions:**

* Awarded best employee for the month of April 2018.
* Received many appreciation mails from both Client and Management for the work done.
* Awarded best employee of the year 2019.
* Awarded best employee for the month December 2020.
* Awarded best employee for the month December 2022.
* **EDUCATION QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| Subject | University | College / School |
| MBA  (Finance) | Osmania University | Aurora’s P.G College Moosarambagh  2014-2016 |
| DEGREE  B.COM | Osmania University | Badruka College of Commerce & Arts  2011-2014 |
| INTERMEDIATE  (MEC) | Board of Intermediate | Sri Sai Vignan Bharati  2009-2011 |
| SSC | Board of secondary Education | Tagore’s home school  2009 |

* + **Technical skills**
* Ms office
* Tally9
  + **Strengths:**
* Hard working
* Self motivator
* Positive attitude
  + **Hobbies**
* Playing indoor games
* Listening Music

# Personal profile:

**Name :** K.NIKITHA,

**D/o :**  **K. SATYANARAYANA**

**Date of birth : 19-03-1993.**

**Languages known : English, Hindi, and Telugu.**

**Address : 6-7-57/a/1, Bansilalpet, Secunderabad.**

# Declaration

I here by declare that the information furnished above are true to the best of my knowledge.

**DATE**

**PLACE Hyderabad.**

**(**KODIMELA NIKITHA)