

# RESUME

**V.Pandari Nath**

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Phone No: +91-8801439191

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## Career objective:

To associate with esteemed organization and work for the betterment of the Organization & myself

## Experience :-

**Process Associate** (Non-Voice) Data Entry Working in **CPI DATA SERVICES (India) Pvt. Ltd.**  
**HYDERABAD (13-NOV-2015 - TILL DATE) 1 year 6months.**

## Project Roles & Responsibilities :-

**Project Title :** **Montgomery (deed & Mortgage)**

**Description :** This is a project related to the mortgage documents where a loan is created and where transfer of the property

**Responsibility :** To check the document thoroughly for the client data

**Contribution :** To enter capture the client data as to be known as QC (quality check) completing the hourly targets accordingly

**Project Title :** **Health Care CLAIM FORMS (CMS & UB)**

**Description:** THE CMS (centers for medicare & medicaid services), UB (uniform billing) form is the standardized form used by noninstitutional Health Care Services providers who seek reimbursements from MEDICARE.

**Responsibility :** Data entry & Quality Check

**Project Title :** **II EXPERT (Name Part Mortgage Process)**

**Description :** this process daily documents indexing process for Texas State Land Records this guide describes and details of the Name part and Legal Part field in the II EXPERTS Process. This process flow is divided into two parts as Name part and Legal part to simplify the data entry.

**Responsibility :** Recording information and Party Names are indexing in Name Part in this part index the documents recording information and Grantor and Grantee's Information capturing

## Educational Qualification:-

- Degree B.COM (Computer's) 62% KRK govt Degree College Addanki, Acharya Nagarajuna University 2010-2014
- Intermediate (Office Assistant ship Intermedit vocational course) 66% Govt jr College Addanki, Board of Intermediate Education A.P 2008-2010
- Short hand & Type writting Higer 69% Vocational Training Center Addanki, 2009-2010

- **SSC** Passed in the year **2007** with an aggregate of **50%** from **B.B.H J R COLLEGE VETAPALEM** board of Secondary Education A.P.

## **Computer Education:-**

**Windows xp, 2000, 2003, 2007,Vista**

- M.S Office (Word, Excel, Power point, Access, Publisher)
- Tally
- Internet Proficient
- E-mail, Scanning technology
- Networking
- Photo shope
- D.T.P

## **Soft Skills:**

1. Good at communicating in English – Written as well as spoken.
2. Flexible according to company norms
3. Good at exhibiting the team player & leadership qualities when required.

## **STRENGTHS:**

- Adaptable
- Punctuality
- Positive Thinking
- good communication skills
- Dedication and hard working.

## **Personal details:**

Name : Voleti Pandari Nath

Father Name : V.Chinna Seetharamaiah

Gender : Male

Marital Status : Unmarried

Date of Birth (age) : 02 – Jan – 1991 (26)

Nationality : Hindu

Languages Know : Telugu, English and Hindi

Present Address : Priya Boys Hostel  
Opp. G. Narayanamma Engineering  
Raidurgam(Darga) ,  
College  
Hyderabad-500008

Permanent Address : Voleti pandari nath  
H.no. 33-171, Ramanagar,  
Addanki(md) Prakasam(Dt)A.P –  
534211.

Hobbies : Reading news paper, Internet Browsing

Any other information if any : I am highly skilled in the use of computers  
Internet including Tally9.0,  
Microsoft Office,  
computer software and hardware. I learn  
very quickly, possess excellent verbal and  
written communication skills.

Other Skills : English Type Writing Higher.(40 WPM & 99%  
Accuracy)

## **Declaration :-**

I Here By Declare That All The Above Mentined Paticulars Are True Up To my Knowledge And I Will Take  
Responsibility For Any Further Consequences.

Date : 03/24/2017

Your's faithfully

Place : **Raidurgam**(Gachibowli)

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