

CURRICULUM VITAE

Neethu B Chand

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Objective:

I aspire to work in an organisation, to secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Working Experiences:

New Opportunity Consultancy Private Limited, IDBI BC, Coimbatore

Duration: May 2016– Oct 2019

Responsibilities:

- ❖ Worked as Credit Assistant in Pre- disbursement Process
- ❖ Supported Credit Managers & other members of the Credit department
- ❖ Co-ordinated 25 branches for receiving bank passbooks of customers to make them eligible for loan
- ❖ Handled Pre-disbursement process(IMPS- Immediate Payment System) in which I will update the customer's bank account details to submit bank.
- ❖ Make sure each bank accounts are active or not by enquiring the concern bank
- ❖ Ensures that all files have been scanned & updated in vision
- ❖ Communicates to Credit & Finance Manager, if files has submitted a complete submission package
- ❖ Have experience in working in Br.Net software which I know to create subgroups for banking purpose
- ❖ Worked in spread sheets & Excel in which I know to create formulas & functions to do all calculations and able to summarize data using VLOOKUP, Pivot table etc.
- ❖ I worked as Business Co-ordinator in Insurance as well in which I prepare the documents of customer's details to make them eligible & to approve insurance for them
- ❖ Performed data entry, & filled to record patient & Insurance data
- ❖ Co-ordinates & supports initiatives related to the evaluation, processing & handling of insurance claims
- ❖ Reviews claims to make sure that billing requirements are met, updates accounts are necessary, answers inquiries, & makes recommendations for resolution
- ❖ Verified the patient's health insurance benefits
- ❖ Ensured that all of the involved parties to a claim submit the correct information & that the information is then distributed in a timely fashion
- ❖ Co-ordinated with operations, management departments; receiving mails; preparing reports for the manager, receiving incoming calls; performed various other duties as required

Summary of Skills:

- ❖ Strong organizational and administrative skills
- ❖ Good interpersonal skill
- ❖ Sensitivity and respect for individual and cultural differences
- ❖ Proven ability to work closely with other team members
- ❖ Database management
- ❖ Report development
- ❖ Professional & dedicated
- ❖ Proficient with Microsoft Office Suit(Access, Excel, Word, Outlook)

Educational Qualification:

- ❖ **B.Sc. Computer Science**, aggregate 58%, University Institute of Technology, Kerala University, Thiruvananthapuram, Kerala (2016)
- ❖ **HSC**, aggregate 58%, Cotton Hill Girls Higher Secondary School, Thiruvananthapuram, Kerala (2012)
- ❖ **SSLC**, aggregate 85%, Nirmala Bhavan Higher Secondary School, Thiruvananthapuram, Kerala (2010)

Personal Details:

Name : Neethu B Chand

Father's Name : S. Chandran

Date of Birth : 22.03.1994

Languages Known : English, Tamil, Malayalam and Hindi

Permanent Address : No: O-6, Officer's Flat, Police Quarters, SAP, Olampara, Peroorkada
PO, Thiruvananthapuram 695005, Kerala

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Bangalore

Yours Truly

Neethu B Chand