

## **Lokesh Babu G**

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### **CAREER OBJECTIVE**

To pursue a career in a challenging environment where my knowledge can be shared and enrich by contributing to the company's growth within the organization.

### **ACADEMIC PROFILE**

S.NO	QUALIFICATION	NAME OF THE UNIVERSITY/BOARD	YEAR OF PASSING	MARKS(%)
1	B.B.M.	Dravidian University.	2013	63%
2	PUC	Govt Junior College Gudupalli.	2010	79%
3	S.S.L.C	ZPHS School Sanganapalli.	2008	74%

### **WORK EXPERIENCE**

1. Worked as a Operations Analyst for 2.3 Years at First Advantage.
2. Worked as a Transaction Processor for 1.9 Years at Xerox Business Services India Pvt. Ltd.

### **Job Profile and Responsibilities at First Advantage from Mar 2016 to June 2018**

- Worked for Background verification process.
- Performed quality checks to ensure Background verifications are complete and Data is recorded correctly.
- Ensure consistent quality and delivery.
- Ensured continuous adherence to existing guidelines on various aspects of delivery, response to internal clients, email etiquette.
- Got opportunity to work for major plants within very short span of employment.
- Trained new hires.
- Lead and drive focus on quality delivery for the team.
- Completions of the assigned target on a daily base.

### **Roles & Responsibilities of Xerox Business Services India Pvt Ltd., from Jan 2014 to Sep 2015**

- Segregating the packages containing documents and upload the documents into the system.
- Uploading and downloading documents as per client requests for a specific order number.
- Outlining the process to link documents, taxes to the web system so that customers can access the necessary documents and downloaded them as needed.
- Handling insurance claims, customer queries and complaints.
- Maintaining records of customer interactions and transactions recording details of inquiries.
- Completions of the assigned target on a daily base.

### PERSONAL PROFILE:

**Name** : Lokesh Babu G  
**Date of Birth** : 13-04-1993  
**Father's name** : Gangappa  
**Mother's name** : Sankaramma  
**Sex** : Male  
**Marital Status** : Single  
**Hobbies** : Listening to music, Playing  
Cricket & Reading Books  
**Nationality** : Indian

#### **Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge. I am also confident of my ability to work in a team.

Yours sincerely,

(Lokesh Babu G)