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CAREER OBJECTIVE:

I would like to work with a value driven organization, where abilities, education, and experience will have valuable position. Position should provide an opportunity to continue growth and advancement.

Current work Experience:

Currently Associated with Tata Consultancy Service (TIAA), as **Retirement Beneficiary (Payout) Quality checker** since 1st Feb 2018 till date

Accountabilities:

- My Work involves in reviewing the request of the participant for the withdrawal of their retirement money.
- Having end to end knowledge of Retirement Beneficiary.
- There are major steps to complete a single RB request.
- 1)Checking data entry
- 2)Verify Client's high value funds
- 3)Checking taxation data as per different state level
- 4)Participant's eligibility to withdraw their retirement funds.
- Providing subject matter expertise to team and providing training on all Plans.
- Reviewing participant's task sorting.
- Daily interact with clients on mails.
- Preparing closing reports on daily basis for the team member and Managers.
- Sending EOD reports to Managers.

Highlights

- Successfully handling new responsibilities of risk report generation to minimize reputational and financial risk.
- Successfully suggested and implemented various ideas to simplify and smoothen the process and to save time and resources.
- Successfully learn the fails when the sub team is short staff and pick critical request.
- Successfully selected for new process Enrollment and Beneficiary as my grasping power is good and keen to learn new things and process.

Career contour

- Responsibility for initiating and ensuring completion of task.
- Personal strengths:
 - Good team player
 - Quick learner
 - Self-motivated and willing to learn.
 - Extremely open to new ideas and suggestions.
 - Good communication skills and possess positive attitude.
 - Flexible to work in all shifts.

Tata Consultancy Service (TIAA CREF)

Associated with TIAA CREF process, as **PayIn contribution** from 26th October 2015 to 31st Jan 2018.

My Work involves:

- Reviewing and applying contributions to participant's contract on institutional level.
- Sending IGO and NIGO letter to External institute.
- Processing High volume and value transaction.
- Handling manual loan repayments.
- Providing subject matter expertise to team and providing training on all Plans.

ACADEMICS QUALIFICATION:

Particulars	Year of passing	University/ Board	Percentage
B.COM	2015	Nalanda Degree College	54%
H.S.C	2012	Pioneer Jr. College	42%
S.S.C.	2009	S.P Suvidhyalaya High School	55%

PERSONAL DETAILS:

Father's Name : Mr. Chandrakant Parab

Mother's Name: Mrs. Chaitali Parab

Gender: Female

Martial Status : Unmarried

Nationality: Indian

Languages Known: Hindi, English, Marathi, Gujrati

Strengths : Good communication skills, hardworking & Self-motivated.

Date of Birth: 13th Jan 1994