

# S SIVA

1-145, Raja street , thenabanda, chittoor district,  
andhrapradesh -517004  
9032600192 | siva30507@gmail.com

## OBJECTIVE

To excel in all the tasks which come along in my career as opportunity and to enhance my skills through by consistent learning and providing satisfaction to the organisation.

## EXPERIENCE

- **Episource india Pvt Ltd, (1.10)**

20-01-2020 - 14-10-2021

Data Entry Specialist

\*Verifying patient's progress notes & patients details in datarap. Capturing quality measures based on process guidelines. Quality measures such as A1C, BP, BMI, Diabetic Eye Examination, COL measures, MRPD, trc nip and discharge etc...

\*Confirm Patients details & provider details are matching to client application in Datarap.

\*Failing measures, when improper evidence exist on document.

- **COMPUTER AGE MANAGEMENT SERVICES PVT. LTD (1.4)**

7-08-2017 - 24-02-2019

(Assistant Processing Officer)

HDFC Back office Mutual Fund Investment Banking Operation:

JOB RESPONSIBILITY OF ASSISTANT PROCESSING OFFICER (APO):

The Team I am responsible for purchase and switch department.

- Ensuring HDFC Mutual Fund purchase Application has been taken and checked when a new or existing customer applies for a new product or a new customer is being added to an account including third party mandates, kyc etc.,

- Processing of the HDFC Mutual Fund Switch request Application refers to switch scheme presently held by the investor

to another scheme which is performing better due to the Market Fluctuation.

- Ensuring all the document verification like kyc, Bank mandate, third party, FATCA etc.,

LENDING:

- Evaluate HDFC Mutual Fund Applications and Documents

- Holding an Application if any additional Document required.

- Rejecting Mutual Fund Application based on rules by explaining the reason to the investor.

- **UNINOR**

01-08-2013 - 30-05-2015

SALES EXECUTIVE

JOB RESPONSIBILITY OF SALES EXECUTIVE:

- To fill, review and process the uninor sim applications day by day.

- To upload customers queries in CRM portal.

- To listening to their needs and helping for them.

## EDUCATION

- **Sri Venkateswara College Of Engineering & Technology(Autonomous) College**

2017

MBA (finance & HR)

72

- **V.C.R degree and pg college**

2013

B.com (computer application)

61

- **V.C.R junior college**  
2010  
C.E.C  
52
- **Dr. Varadappa municipal high school**  
2008  
SSC  
68

## TECHNICAL SKILLS

- Tally ERP 9, MS OFFICE (MS EXCEL, MS WORD) Type writing & DCA

## MY HOBBIES

- Reading ,  
Playing football

## MY STRENGTHS

- Flexibility,  
Adaptability,  
hard worker,  
quick learner  
and positive attitude.

## ACHIEVEMENTS & AWARDS

- Safety city awareness (people felt needs)

## LANGUAGES

- Tamil,Telugu and English

## DECLARATION

- I here by declare the above details furnished are true to the best of my knowledge.

S SIVA