

SOPHIA.A

Mobile No:+91-8778893747

NO.59, 3rd street, Anna Nagar,

Vyasarpadi, Chennai-39

sofiewilfred000@mail.com

OBJECTIVE:

To achieve goals of my organization, full understanding its vision and mission, dedicating my sincerity, hardworking quality, contributing and enriching my knowledge skill and creativity and advance technology to the need of global changes.

ACADEMIC PROFILE:

Course	Institution	University/ Board	Year of passing	Percentage
B. Com	Stella Maris College, Chennai	Autonomous	2019	72
H.S.C	St. Mary's girls Hr. Sec. School, Chennai	Matric	2016	77
S.S.L.C	F. E. S Mat. Hr. Sec. School, Chennai	Matric	2014	82

Experience:

- Designation : Process Executive (Voice)
- Company : Cognizant Technology Solutions (from 21st Jan'20 to 7th Jan'21)
- Role and Responsibility : Working with the client to resolve medical and hospital claims, directly communicating with UK client regarding claim rejection and resolving them

Technical Skills:

- Accounts & Finance Handling
- Office Packages: MS Word, Excel, PowerPoint, Outlook etc.
- Operating System: Windows 98, Windows 2000, Windows XP.

Area of interest:

- Banking

Award & Achievement: Sports

- District Level in high jump
- District Level in Athletes

PERSONAL SKILLS:

- Ability to work under pressure.
- Positive Attitude

PERSONAL PROFILE:

Father name	:	ANBU SELVAM.M
Date of birth	:	17-08-1998
Age	:	23
Nationality	:	Indian
Languages Known	:	Tamil, English
Strength	:	Self-confidence, Time Management, Sincerity and hardworking

DECLARATION:

I hereby declare that the all above stated furnished details are true and to the best of my knowledge and belief.

Place: Chennai
Date:

Yours Sincerely,
(SOPHIA.A)