

## Career Objective:

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Intend to build a career in working environment to develop more innovative ideas in my field and dedicating myself for the growth of the organization. Aspiring for a job where in my qualifications, knowledge and skills are put to the best use to achieve the organization's goals.

## Roles and Responsibilities:

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- WORKING IN : PROCESS ASSOCIATE
- Working as Senior Analyst in Banking sector where I deal with the Retirement claims on maturity period
- Resolve customer issues regarding premium payments
- Ensured prompt processing of payments
- Investigate and settled the assigned claims
- Performed timely verification of customer documentation
- Assigned as Query supporter to the team.
- Doing Anti Money Laundering (AML) checks as per UK legislation and their procedures
- Verifying the Client with ID proof and Address proof for individual
- Verify the Client Name, Address, National Insurance number and Client date of birth.
- If Client not verified then Issuing AML Letter requesting for ID and Address Proof
- Communicating with clients via sending mail

## Achievements:

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- Recognised 4 times as monthly top performer.
- Appreciated by Onshore counterparts by working from customer point of view.
- Consistently giving 100% results in process assessments.

## Work Experience:

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### ❖ Transaction processor

Concentrix Daksha Company Pvt Ltd  
Oct, 2019 – Dec 2021

### ❖ Internship

- SAN Engineering & Locomotive Co.Ltd (June, 2018-July, 2018)  
- Completed internship and during with has practical exposure to various aspects in HR, ACCOUNTS, PURCHASE and STORES Departments

## Academic Qualification :

QUALIFICATION	NAME OF SCHOOL/ COLLEGE	UNIVERSITY	YEAR OF PASSING	PERCENTAGE
M.Com	Sri H D Devagowda govt first grade college	University OF Mysore	2019	67.64%
B.Com	Maharaja College , Mysore	University OF Mysore	2017	70.50%
PUC	Govt PU college , Mysore	Karnatak State Pre-University	2014	80.33%
S.S.L.C	Govt High School, M G Koppal Mysore	Karnataka State Board	2012	69.69%

## Skill Highlights:

- Good communication and interpersonal skills.
- Good Analytical and problem solving skills.
- Team Management.
- Target Oriented.
- Enthusiastic and hard working.

## Personal Details:

- DOB : 18/09/1996
- Marital Status : Single
- Languages Known : Kannada and English
- Nationality : Indian

## Declaration:

I hereby declare that the above written Particulars are true to the best of my knowledge and belief.

**RAVIRAJ C N**

Date :

Place : Mysore