



Maria Sebe Mathew

Process Associate

Seeking a position to enhance my skills and abilities that offers professional growth while being resourceful, innovation and flexible.

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📍 Bangalore, India

in linkedin.com/in/sebe-mathew-005989149

WORK EXPERIENCE

Process Associate

Just Energy

01/2021 - 05/2021

Bangalore India

Just Energy is a leading North American distributor of Electricity & Natural Gas.

Achievements/Tasks

- Worked as a process Associate with North American customers to help them understand their bills and payment
- Helping customers to understand self service options on the website and Handling payments and collections

Contact: Joe - 9900037949

Community Operations Specialist

Dunzo

04/2019 - 12/2020

Bangalore India

Dunzo is an Indian company that provides delivery services in Bengaluru

Achievements/Tasks

- Worked with Dunzo as a Manual Fraud Investigator
- Finding out the fraudulent activities performed by the internal employees also Suspending the delivery partners for various fraudulent behaviours
- I have set up a new SOP for the partners call process. I have been working my best to eradicate the fraudulent activities

Contact: Tarun HR - 9095244255

Event Manager

Sebe Creations

06/2016 - 12/2018

Bangalore India

An event management company

Achievements/Tasks

- Taking up responsibility and Maintaining the work atmosphere end to end. Connecting with new clients and Bringing new business to the company

Contact: Maria Prakasam 9242161047

EDUCATION

Graduate (yet to complete)

Kristu Jayanti College

06/2013 - 05/2016

Bangalore

Courses

- BA (English Journalism Psychology)

Under Graduate

State board of Karnataka

06/2011 - 06/2013

Bangalore

Courses

- HEBE commerce

SKILLS SET

Critical Thinking

Time Managrmnt

Communication Skills

Interpersonal Skills

Multi Tasking

Rapport Building

ACHIEVEMENTS

MEMBER OF INDIAN CATHOLIC YOUTH MOVEMENT (09/2017 - Present)

● Boy Represent of the movement for Bangalore 09-2017- till date ● Boy Represent of the movement for Karnataka 01-2020- till date ● National Executive member of the movement since 02-2020 – till date

Achievements & Awards (06/2015 - 06/2016)

● College president for the year 2015 to 2016 ● Event head for Dance Intercollegiate, College fest ● I have achieved in various events, at National Level, State Level, and in Intercollegiate fests ● I Have represented Bangalore University at the South zone level ● Emceed for various college events and fests (both formal and informal)

CERTIFICATES

Life Skill Training Programme

(05/2013 - 05/2016)

LANGUAGES

English

Native or Bilingual Proficiency

Tamil

Professional Working Proficiency

Kannada

Native or Bilingual Proficiency

Telugu

Professional Working Proficiency

Hindi

Limited Working Proficiency

INTERESTS

Singing

Painting

Travelling