

BELLCYANJELINE J

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OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

06-22-2015 - 07-30- 2016	Dell Business Process Solutions Pvt Lmt. Data Entry & Conversion Sr. Rep US healthcare project. Pick up the Patients details, provider details. Analysing the type of document and splitting.
08-01-2016 - 04-02- 2018	NTT Data Services Data Entry & Conversion Sr. Rep Manual payment entry and denial posting.
05-01-2021 - Till date	Captain data solutions Data entry operator It's a small company working on US project like land asset documents. Capturing the sellers and buyers details and amount details.

EDUCATION

2015	Pioneer college of arts and science B. Sc Computer Science 78%
2012	Pioneer Mills Hr. Sec. School 12th std 68%
2010	Pioneer Mills Hr. Sec. School 10th std 87%

SKILLS

Microsoft Office

Tally 9.0

C, C++

Good typing and data analysing skill which is very much important for my field of work

Centricity(Payment posting)

Nextgen(Payment posting)

INTERESTS

Traveling

Listening music

Cooking

Making craft and pencil art works

PERSONAL DETAILS

Date of Birth : 17-07-1995

Marital Status : Married

Nationality : Indian

ADDITIONAL INFORMATION

I am a mother of 2yr old.

I'm dedicative and have strong passion in working

I will be your hardworking and trustworthy employee for your organization

I want to be independent in my financial state which is good for my son's future.