

RESUME

THENMOZHLS

No. 7/88, 6th Street, Kamaraj Nagar,
Perambur, Chennai – 600 039.

Cell: 9884787780,
Email: thenmozhis1297@gmail.com

CAREER OBJECTIVE

To utilize my Experience and skills towards a challenging career in a growth oriented, and leading- edge organization that recognizes and values individual contribution and provides opportunities for continuing growth and advancement.

STRENGTHS

- Adaptability to work in any culture.
- Good communication and presentation skills.
- Ability to work under high-pressure work environment and to meet deadlines.
- Sincere and Smart Worker.

EDUCATION QUALIFICATION

EDUCATION	COLLEGE / INSTITUTION	YEAR OF PASSING	Percentage
B.Sc (Mathematics)	Quaid-e-Millath Govt College for Women	2015 - 2018	85%
H.S.C	V.O.C Vidhyalaya Mat. Hr. Sec.School	2013-2015	80%
S.S.L.C	V.O.C Vidhyalaya Mat. Hr. Sec.School	2012-2013	95%

Professional Experience:-

Designation: Senior Process Associate (US Healthcare)

Company: Accenture Private Limited.

Duration: July 2018 to March 2021 (2years)

Project: Cigna

Responsibilities: -

- Ensuring that business objectives (SLA) such as Production, quality & TAT met on each month.
- Good knowledge In Membership enrollment and document handling.
- Experienced in Dispute handling, Issue Tracking and Problem analysis
- Understanding and adapting the company and client tools .
- Have got rewards and recognitions from company for implementing ideas to reduce the cost and time for the project. I learned the process as much as quickly and start delivering the best results as an individual contributor.
- Communicating with Eligibility to ensure the errors on monthly basis.
- Should anticipate problems solving and proactively implement effective solutions based on past experiences / trends
- Handling escalations & taking it to closure

TECHNICAL SKILLS:

- MS-Word

CERTIFICATION:

- DCA

ACADEMIC ACTIVITIES:

- Class Coordinator in Quaid-e-Millath Govt College for Women.
- Participated in State Level in FITGEE Competition.
- Won 2nd Prize in State Level Drawing Competition in “Talent Kids”.
- Participated in Essay Competition in Inter Collegiate competition.
- NSS Candidate.

HOBBIES:

- Listening to Music & Playing Badminton and Chess,

PERSONAL DETAILS:

Father's Name : Selvaraj .G

Date of Birth : 01/02/1997

Age : 23

Sex : Female

Marital Status : Unmarried

Nationality : Indian

Religion : Hindu

Languages Known: English, Tamil

DECLARATION

I hereby declare that all the above information is true to the best of my knowledge and belief. Whenever applicable, I can provide documents in original to substantiate any information provided.

Place: Chennai

Signature

Date:

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