

CURRICULUM VITAE

D.PARTHIBAN

No.22/24 Kennedy Square
3rd North Street
2nd Cross Lane
Perambur
Chennai-600011
Mobile 9003276264
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Career objectives

To obtain a creative and challenging position in an organization that gives me an opportunity for self-improvement and leadership, while contributing to the symbolic growth of the organization with my technical innovative and logical skills.

Work Experience

CPA- Customer Process Associate

Citibank (Oct-2016 to Oct-2019)

Responsibilities

- Data entry work in Cards Ops Unit.
- Data analytics for Cards Interchange Unit & Merchant Ops Unit.
- MIS Preparation and report generation to Stakeholders/senior management.

CPA – Customer Process Associate

First Source Solutions Limited (Jan-2015 to Feb-2016)

Responsibilities

- Handling data entry for Medical Billing Process.
- Documents handling and verification.
- Conversion of files and data entry of customer data.

PE -Process Executive

Saikrish Infotech (Ap-2012 to Nov-2014)

Responsibilities

- Data entry operator for General Insurance process.
- Form evaluation and scrutiny.
- MIS preparation and circulation.

Educational Qualification

PARTICULARS	NAME OF INSTITUTION	YEAR OF PASSING	PERCENTAGE
B.COM	Pachaiyappa's College	Apr-11	60%
H.S.C	P.T Lee chengalvaraya Naickar Hr Sec School	Apr-08	67%
S.S.L.C	Christain High School	Apr-06	57%

Technical Qualification

Type writing in English (higher)

Computer Skills

- Knowledge in data analytics
- Knowledge in MS – Office
- Knowledge in Advance Excel –(VLookup, Pivot table, Macros)
- Knowledge in Handling Banking and back office software's.

Personal Details

Name : **D.PARTHIBAN**
Father's Name : V.S.DHAKSHINA MOORTHY
Sex : Male
Marital Status : Single
Nationality : Indian
Religion : Hindu
Languages Known: Tamil & English
Hobbies : Chatting, Reading Books & Watching Television

Declaration

I here by declare that the above information is true to the best of my knowledge and belief.

Place: Chennai

Date:

(D.PARTHIBAN)