LAKSHMI.E

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Chennai-600041.

**Objective:**

Seeking a job to excel and improve my skills, I have a total work experience of 11+ year’s .Have been committed and hardworking throughout my career. Have worked in a team and contributed as team and adhered to strict deadlines in work area.

**Employment Details:**

**Concentrix Technologies India Pvt Ltd - Sep 2017 to Sep 2018 Digital Transaction Processing Advisor**

* Roles and responsibilities
* Keying in the data provided
* Quality verification of the data provided.
* Completion of target on daily and monthly basis with 100% accuracy.
* Adherence to timely delivery as per the team’s proposal.

**DAV BABA Sr. Sec. School, 2010 to August 2017| Administrative Assistant**

* Roles and responsibilities
* Keying in question papers.
* Preparation work sheets.
* Coordinating events and functions held in the premises.

**RR DONNELLEY Document Management Pvt ltd – 2005 to2009 | Process Associate**

* Roles and responsibilities
* Keying in the data provided
* Quality verification of the data provided.
* Completion of target on daily and monthly basis with 100% accuracy.
* Adherence to timely delivery as per the team’s proposal.

**Symcon Global Tech(SGT) – 2000 to2004 | Data Processing**

* Roles and responsibilities
* Keying in medi-claim.
* Quality verification of the data provided.
* Completion of target on daily and monthly basis with 100% accuracy.
* Projects handled
* Blue cross in US (Medical Insurance Claim)
* HTML word formatting Project.

**Vikrisan Software Pvt Ltd – 1999 to 2000 | Data Entry Operator**

* Roles and responsibilities
  + Keying in data and Q.C proof Reading.

**Education Credentials:**

* BA-Economics – University of Madras

**Soft skills:**

* Typewriting – Lower and Higher Grade
* Computer course – PGDCA, DTP, PHOTOSHOP
* Computer Skills \_ MS-Office, PageMaker , CorelDraw

**Personal Details:**

Date of Birth : 30.01.1982

Gender : Female

Nationality : INDIAN

**DECLARATION:**

I hereby acknowledge the details provided above are correct.

Place: Chennai

***Lakshmi.e***