**CURRICULUM VITAE**

**Vanitha**

**Vanitha.328522@2freemail.com**

**CAREER OBJECTIVE**

To help the organization to attain its organizational goals thereby to enhance my career prospects and seeking a position to utilize my skills and abilities in the Industry that offers professional growth while being Resourceful, Innovative and Flexible.

**COMPETENCIES**

* Proficient in MS office and Internet.
* Acquired knowledge in Database[SQL], DB visualize and Testing.
* Basic knowledge in HTML, Macro and Unix Command.
* Having very good experience in working as agile environment.
* Quick learner and capable of working independently.
* Ability to communicate professionally and effectively with client.
* Exceptional ability to prioritize multiple daily tasks to ensure work is completed with minimal supervision.
* Ability to prioritize time effectively and work well under pressure.
* Good communication skills, both written and verbal.

**Technical Skills:**

* MS Office
* Putty
* DB Visualizer

**PROFESSIONAL BACKGROUND**

1. **SENIOR PROCESS EXECUTIVE - DATABASE TECHNICIAN** (19th Jun 2013 onwards)

TATA CONSULTANCY SERVICES LTD.

CHENNAI, INDIA

[**www.tcs.com**](http://www.tcs.com)

**Domain: Market Research**

***Job Profile :***

* Generating reports on sales data every week and comparing it with the competitor data.
* Interacting with the onshore team and providing the required data
* Creating standardized documents and updating it on daily basis.
* Attend the KT session and prepared documents.
* Tackle issues as they occur and find out the root cause from my end with the process knowledge.
* Represent the team in meetings and conference calls with Clusters.
* Taking Meeting notes in weekly basis and share to the team.
* Co-coordinating between different departments for any issue amongst verticals.
1. **PROCESS ASSOCIATE - CHARGE ANALYST- (02nd May 2012- 31st May 2013)**

AGS HEALTH PVT.LTD.
CHENNI, INDIA.

[**www.agshealth.com**](http://www.agshealth.com)

**Domain: US Healthcare**

***Job Profile***

* Reviewing and validating the clinical information of patients like prescription, Health policy and other related documents.
* Acts as an intermediate person between the Payer and the Provider in posting the claims for processing.
* Validating the Patient details with the registered details in the Payer’s list.
* Coding the Insurance Code and sending it to the next level for payment processing.
* Provides notes to the payer on enquiries related to claims processing like rejections, denials, and missed claims.

**EDUCATIONAL BACKGROUND**

* **Master Degree in Computer Application (MCA) - (2014):**

 Madras University, Chennai - India

* **Bachelor Degree in Computer Application (BCA) - (2011):**

 Prof. Dhanapalan college, Madras University, Chennai - India

**PERSONAL DETAILS**

Date of Birth : 05 Nov,1990

Sex/marital status : F/Single

Languages known : English, Tamil

Nationality : Indian

Visa status : Visit Visa

Current Location : Al Karama, Dubai.

**Declaration**

I hereby declare that all the above details are true and correct to the best of my knowledge

Date: