**E-Mail**: [*subashin.334228@2freemail.com*](mailto:subashin.334228@2freemail.com)

To be a part of organization that enhances my skills and learn the evolving technology that helps me to be successful in this competitive society and work efficiently for the development of the organization

|  |  |
| --- | --- |
| Work experience |  |
| Name and address of employer  Type of business or sector  Date  position held  Main activities and responsibilities | **Discovery royal sport LLC**    lifeguard  December 2015 – till date  **Secretary**   * Schedule all meetings for Managing Director of the company * Schedule all other staff jobs for the day * Replace staff if required by client * Check all staff performance and give reward if they perform good. * Maintain all accounts in the company. * Maintain good relationship with all clients. |
| Name and address of employer | **Tata Consultancy Services** |
| Type of business or sector  Date  position held  Clientele  Main activities and responsibilities    Experience    Name and address of employer  Type of business or sector  Date  Occupation or position held  Clientele  Main activities and responsibilities | Business process  March 2012-june 2014.  **Process Associate**  Telstra-Australia   * Expert working in Siebel 7.0 * Providing the services to the customer by investigating the availability of services in the premises * Familiar on legacy tools * Received appreciation from clients on the ideas provided related with process improvements * I have been the top performer among the team and got the appraisal based on it * We will have to call to several teams of our clients when there is a discrepancy in the customer account * We will have to cross verify in various applications to provide the services to the customer * The error is analyzed and necessary actions are taken.       **Intelenet global services** Chennai (a Serco company)  Customer services-Back end process  October 2010 – March 2012  **Sr.Customer service executive-lending operation team**  Barclays Bank-UK   * Expert working in Siebel 7.0 * Using aide-memoir following end to end customer account details * Using Zeus application will follow up the customer loan ,over draft ,SFET,   letter of credit ,BGI,CAS etc   * Ensure the end customer details in UK * ADIR-Automated deployment infrastructure renewal * With reference to CSN account opening ,closing ,marking credit limits is done |
| Education and training |  |
| Date | June 2010-June 2012 |
| Title of qualification awarded  Grade/Marks | **MCA**  69% |
| College/University    Date  Title of qualification awarded  Grade/Marks  College/University | **Annamalai university –Distance education**  March 2007-June 2010  **Bsc –Computer Science**  68%  Anna Adarsh College, Madras UNIVERSITY |
| Personal skills & competences |  |
| Mother tongue | Tamil |
| Social skills and competences | Volunteering social service (Participated in National Service Scheme organised special camp program)  Leadership ability, captained School and University football team  Ability to adapt to multi-cultural environments gained through my education and internships abroad. |
| Organisational skills and competences | Able to work as a good contributing team member.  Good analytical and organizational skills.  Sufficient Knowledge over prioritizing the customers and understanding their business model and positioning the right solution |
| Computer skills and competences | Good command of Microsoft office (Word, Excel & PowerPoint)  Certified on Siebel 7.0 & also Certified in JAVA & J2EE  Certified on type Writing (Both Junior & Senior First Class with DISTINCTION) |
| Additional information  Awards and Scholarships | Received an appreciation letter from clientele for my work on “fast and accurate”  Winner of SPOT award consequently 4 times  Presented annual summary on report to management |
| Personal information |  |
|  |  |
| Date of birth | 27th June 1990 |
| Gender | Female |
| Hobbies | Painting and crafting |