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| .PILLAI Email: Pillai.383708@2freemail.com Visa Details:Visit Visa Fluent in:English,Hindi,Tamil.**Can understand & Communicate:**English, Hindi, Marathi, Malayalam & Tamil.Computer Skills:Typing Speed of 35 w.p.mWell versed with Microsoft Word, Advance Excel and Powerpoint presentation and Outlook Mail Management.**Personal Details:**Date of Birth:**26.07.1995**Religion : HinduMarital Status: SingleNationality : Indian (Tamil Nadu)Sex : Female  | OBJECTIVETo work in an organization, offering opportunities for personal and career development. I look forward to take up challenging assignments and to work in a position where I can contribute my best to the organizational growth.PROFESSIONAL QUALIFICATIONS:* Graduated in Bachelor of Commerce(B.Com) & Specialization done in Banking & Insurance(B&I) in the Year 2016.
* H.S.C Passed from Maharashtra State Board in the Year 2012
* S.S.C Passed from Maharashtra State Board in the Year 2010**.**

KEY COMPETENCIES* Effective communication skills
* Skills for team work
* Sharp analytical and follow up skills
* Time management.

PROFESSIONAL EXPERIENCE ACCENTURE PVT LTD (Claim Processing Operations)November 2016 to June2018**Roles And Responsibilities.*** Skilled in managing daily operations and driving excellent performance for client.
* Responsibe for monitoring all cross bucket claims of US and UK clients.
* Sound knowledge of Resource handling and Operations.
* Attending to Client concerns and complaints and undertaking steps for effectively resolve via Email or Calls.
* Review of Activity Reports and follow ups for pending Activities assigned by Onshore and Offshore Team.
* Looking after Escalations, pending issues and escalating the same to Operation Leads as per Escalation Matrix.
* Provide Training and knowledge transfer to New Joinees on Process Knowledge.

GISI E-CREATIONS PVT LTD (Back office Executive)May2016 to October2016**Roles And Responsibilities.*** Verification of Invoice of Vendors and filing all the documents..
* Maintaining the customer data and provide the details as and when required by the management.
* Plan meetings and take detailed minutes.
* Write and distribute email, correspondence memos, letters faxes and forms.
* Preparation of Invoice for the Vendor.
* Maintain contact lists.
* Preparing Quotation.
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Achievements

* **Won Star Performer of the Year Award in the year 2017.**
* **Receieved several Appreciations from client regarding the work being done in timely and accurate manner.**
* **Received Certificate of Appreciation forAchieving 100% EPPs Financial Accuracy for Quality.**
* **Received Sparkling Star Award in the year 2018.**
* **Received Gems &Sodexo and Various Awards for the performance.**

Declaration:

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