**CAREER OBJECTIVE**

To pulse a challenging and progressive career in an international corporation, where I could utilize my knowledge , skills experience and determination in a professional environment , thus resulting in growth and success of self and organization.

**PROFESSIONAL WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| 1 | Senior Process Executive Cognizant, CBE , India | July 2010 – Dec 2010 |
| 2 | FTE- Financial transaction executive Dell Perot Systems , CBE , India | July 2008 – June 2010 |

**JOB RESPONSIBILITES :**

Responsible for the process flows & to find the errors deliverables to client with quality and schedule reporting to team leader via email. Due to my effort, soon am becomes an auditor and got additional responsibility of auditing my team bills. Finding errors and charging errors, clarifying my team doubts, training my team members day to day updates send by the client. Maintaining entire team hourly report, production, and quality report and reporting to my team supervisor.

**ACADEMIC & QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **DEGREE** | Percentage | Year of passing |
| * **Bachelor of Science**   ( In Computer from Bharathiar University , India ) | 71.46 | 2008 |
| * **Plus Two**   From Board of Higher Secondary , India | 66.50 | 2005 |
| * **S S L C** * Presentation Convent Girls Hr. Sec. School | 81.40 | 2002 |

**TECHNICAL SKILLS**

* MS Office, C,C++ Programming , HTML & XML , Internet & e - mail

**ACHIVEMENTS & AWARDS**

I achieved a **PERFECT START AWARD** for the month of May 2009 . This is an award given by the company to the one who maintain their 100% production , Quality, Attendance & for attitude.

**EXTRA CURRICULAR ACTIVITIES**

* I was volunteer in the NSS activities in the college days.
* I participated in PLAY and get certificate from the District Collector.
* I participated in all cultural activities at School level.

**PERSONAL STRENGTHS**

* Quick learner \* Positive Thinker
* Interactive & Productive
* Hard worker & Discipline
* Responsibility & Achiever

**PERSONAL PARTICULAR**

|  |  |  |
| --- | --- | --- |
| * Date of Birth | : | 30 Sep 1987 |
| * Gender | : | Female |
| * Nationality | : | Indian |
| * Marital Status | : | Married |
| * Languages Known | : | Malayalam, Tamil, English |

**First Name of Application CV No: 402282**

Whatsapp Mobile: +971504753686

