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| .    PILLAI  Email: [Pillai.383708@2freemail.com](mailto: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.m  Well versed with Microsoft Word, Advance Excel and Powerpoint presentation and Outlook Mail Management.  **Personal Details:**  Date of Birth:**26.07.1995**  Religion : Hindu  Marital Status: Single  Nationality : Indian (Tamil Nadu)  Sex : Female | OBJECTIVE  To 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. |

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.