

Sudharma V

2/580, Sundar Nivas, Pulingootuthara, Kollengode

Palakkad, Kerala

Phone No : 9995703131

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Professional Summary

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Skills

- *Team Building*
- *Talent management*
- *File and records management*
- *Administrative support*

Work History

1) Access Health Care, Chennai

June 2022 - Current

- ***As a AR Caller***
- ***Responsible for making calls to insurance companies to follow-up on pending claims.***

3) Administrator Assistant/Ahalia foundation eye hospital

kozhinjampara, kerala - August 2018 - June 2021

- *Arranged conference rooms and facilities to prepare for meetings.*
- *Performed routine clerical tasks by scanning, filing and copying documents.*

- *Restocked supplies and placed purchase orders to maintain adequate stock levels.*
- *Maintain proper documents and day to day records.*

3) Customer Service Representative/Sutherland global services

Velacherry, Chennai - June 2016 - April 2018

- *Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.*
- *Provided primary customer support to internal and external customers.*
- *Answered constant flow of customer calls with minimal wait times.*
- *Communicated with vendors regarding backorder availability, future inventory and special orders.*

Education summary

- *MBA (Human Resource Management) - June 2018 – Current
Pondicherry University, Pondicherry*
- *Bachelor of arts (BCOM) – June, 2013 to May 2016
Dr SNS Rajalakshmi College of Arts and Science, Coimbatore*
- *HSS (+2), Arts
Avinashilingam Hr Sec School for Girls, Coimbatore*
- *SSLC
Sri A Ramasamy Matriculation Hr Sec School, Coimbatore*

Hobbies

- *Solving rubix cube*
- *Listening Music*

Languages Known

- *English – Read, Write, Speak*
- *Tamil – Read, Write, Speak*
- *Malayalam - Read, Speak*

Certifications

- *Completed Diploma in Yoga*
- *Completed Tally 9*

Declaration

I hereby declare that the details and information given above are complete and true to the best of my knowledge.

Date :

SUDHARMA.V

Place:

Signature

