

A.SWATHI



SUMMARY

To Succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organization goals.



EDUCATION

M.D.G.H.S School

2012

SSLC
85%

M.D.G.H.S School

2014

HSC
96%

Ethiraj Colleger for Women

2017

Bachelor of Commerce
64%



EXPERIENCE

Tata Consultancy Services - Chennai

19/12/2017 - 08/12/2023

Process Associate - Retail Banking
Performed opening and closing procedures to keep operations running smoothly.

Met all deadlines including month end reporting objectives.

Performed quality assurance checks on transactions and account actions to complaine with regulations.

Collaborated with team to define business requirements for organization processes, achieve productivity standards and adhere to accuracy standards.

Planning, Organizing and delegating work among the team members.

Updating various trackers related to the process.
Trained and mentored new associates.



PERSONAL TRAITS

- Quick learner
- Sincere and hardworking
- Good team player
- Ability to take responsibilities
- Diligent



CONTACT

@ swathesathya1997@gmail.com

8939339590

14-18-15, Netaji Colony, Bhanoji
thota, Pedagantyada
Vishakhapatnam Andhra Pradesh
530044



SKILLS

Microsoft Excel, Word, Powerpoint
Data Entry
Email management
Type writing (junior)



LANGUAGES

English
Telugu
Tamil