

MONIKAPRIYA.S

Mobile No: 9952634317

E-Mail: monikapriya2214@gmail.com

OBJECTIVE

To work in challenging environment demanding all my skills and efforts to explore and adapt myself in different fields to contribute for the development of organization. To be identified as a sincere and star performer.

EDUCATIONAL PROFILE

- ❖ **Bachelor of Engineering- Electronics and communication Engineering (2015) Anna University, Chennai.**

Current Employment: Integrity Verification Services

Period & Position: Associate (Implant L&T) 07 Jun 2021 – Till Date

- ❖ Background Verification process end to end will be taken care.
- ❖ Collection of New cases and sharing check wise update to vendor.
- ❖ Checking for suspect list of companies and Universities and updating the same to client.
- ❖ Checking for MRL list of companies and Universities which documents are mandatory and collecting the documents.
- ❖ Candidates' employment, Education, PAN, Aadhar, Salarieslips details to collected in People strong system.
- ❖ Ensuring all cases are closed within TAT and report shared to client.
- ❖ QC checking and dispatching the reports to client.
- ❖ Review the BGV report and understand the report why the cases are given as RED and AMBER
- ❖ Follow up with the employee to get insufficient data.
- ❖ Preparing for client invoice's
- ❖ Maintaining client agreement and SLA.
- ❖ Ensure to close all the individual checks as per the client SLA.

Technical Skills:

- ❖ **Computer Course** : MS - Office, Word & Excel & Power point.
- ❖ **Computer Course** : Tally ERP - 9
- ❖ **Medical Coding Course:** Basic Training (Anatomy, Physiology & Pathology ICD10) in Achievers Spot

Strength

- ❖ Self-confidence.
- ❖ Hard Worker.
- ❖ Dedication to work.
- ❖ Good Analytical skills and logical skills.
- ❖ Committed, Hardworking and quick learner.
- ❖ Zeal to learn new technologies.
- ❖ Ready to get relocated and travel.

Personal Profile:

Name	: Monikapriya. S
Father Name	: P.V. Sampath
Date of Birth	: 25 Mar 1994
Nationality	: Indian
Mother Tongue	: Tamil
Languages known	: Tamil, English, Telugu (Speak only)
Address.	: 113, Main Road, Keel Bhuvanagiri, Bhuvanagiri (Po), Cuddalore-608601

Declaration:

I hereby declare that all the information furnished above is correct to the best of my knowledge.

Thanking you,

Place: Chennai

Date:

Sincerely

(Monikapriya. S)