

Benat Asban S

Madurai, Tamil Nadu, India · +91 8428351029 · benatasban@gmail.com

EXPERIENCE

2024-2025 Elcot IT Park

Genealogy Associate (Non-Voice Process)

- Conducted thorough data research for genealogy processes, utilizing historical records, digital archives, and public databases to trace family histories and verify lineage details.
- Maintained strict accuracy in all genealogical records by carefully reviewing names, dates, and relationships, correcting inconsistencies to ensure reliable client reports.
- Managed client data efficiently, processing requests within set deadlines while maintaining confidentiality and attention to detail in documentation.
- Applied strong organizational skills to handle multiple cases simultaneously, prioritizing tasks to meet project timelines without compromising data quality.
- Worked collaboratively within a team, sharing research findings, discussing challenges, and coordinating efforts to achieve shared objectives.
- Communicated clearly with team members and clients, providing regular updates and ensuring transparency in research progress and results.

2023-2024 STAR INFRA

Accountant

- Maintained and updated daily financial records, ensuring accurate tracking of income, expenses, and transactions to support smooth financial operations.
- Managed accounts payable and receivable processes, including invoice processing, payment reconciliations, and follow-ups to maintain healthy cash flow.
- Assisted in preparing monthly financial reports by compiling data, verifying entries, and summarizing key metrics for management review.
- Supported financial audits by organizing documentation, reconciling discrepancies, and providing necessary records to auditors for compliance.
- Developed strong Excel skills to streamline accounting tasks, including creating spreadsheets, using formulas, and generating pivot tables for efficient data analysis.
- Contributed to process improvements by identifying inefficiencies in financial record-keeping and suggesting solutions to enhance accuracy and productivity.

2021-2023 SUCCESS AGENCY

Billing Associate

- Processed client invoices and payments with precision, ensuring error-free billing while meeting strict deadlines for accounts receivable.
- Maintained organized records of all financial transactions, systematically filing invoices and receipts for easy retrieval during audits.

EDUCATION

2018-2021 AMERICAN COLLEGE

B.Sc. Mathematics

- Actively contributed to group projects, ensuring timely completion while fostering teamwork and open communication.
- Leadership a team of volunteers during NSS camp, coordinating community service activities and ensuring effective participation

2016-2018 M.L.W.A HIGHER SECONDARY SCHOOL

Bio-Math

- Ranked 1st in class throughout school academics, demonstrating consistent academic excellence and dedication.

OTHER

- Languages: Tamil (native), English (intermediate)
- Skills: Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Project Management, Email Support.
- Strength: Quick Learner, Punctual, Problem Solver, Confidence, Flexible, Responsible, Adoptable According to Situation, Smart and Handworker.