

Resume

V. Jayanthi

Mobile No : 9566184391 / 7010132173

E-MAIL : jayanthishalini1989@gmail.com

Objective:

To work for an esteemed organization in a challenging position and also to get updated with the new skills and technologies and to face the challenges in this competitive world.

Educational Qualification:

2015 - MASTER OF BUSINESS ADMINISTRATION (MBA) (HUMAN RESOURCES) from Madras University (Chennai).

2010 - Bachelor of Business Administration (BBA) from RB GOTHI JAIN COLLEGE FOR WOMAN (Chennai).

Summary of skills:

- *Ability to interact professionally with customers and coworkers, both verbal and written.*
- *Comprehensive knowledge of the principles and methods of customer service.*
- *Skilled in prioritizing work and completing task with minimum supervision.*
- *Stress tolerance and has the ability to meet tight deadlines.*

Curriculum Activities:

- *Athletics (School Champion)*
- *Sports (indoor & outdoor)*
- *Drawing, Painting and Designing*
- *Dancing*
- *Singing*
- *Crafts hand Working*

(Got Certificates in all these fields with medals & cups)



Computer knowledge:

- Platform : Windows 2003, XP.
- Package : Advances excel & ppt & MIS
- Language : BASIC
- Studying : SAP HR / HCM

Work Experience:

Name of the organization	Tata Consultancy Services Limited
Period	From March 2011 to July 2013
Designation	Process Associate
Clients	Michaels, Deluxe Corporation
Nature of job	SCM-Logistics / Finance & Accounts — Accounts Payable, Invoice Processing, P-Card <u>Client - Michaels:</u> ➤ Logistics is that part of the supply chain which plans, implements and controls the efficient, effective forward and reverse flow and storage of goods & services. ➤ Related information between the point of origin and the point of consumption in order to meet customer and legal requirements ➤ The integration of information, transportation, inventory, warehousing, material handling, and packaging, and often security ➤ Monitoring and Tracking the details of Import Logistics containers ➤ Maintaining reports for Distribution Centre activities ➤ Interaction between clients for solving issues ➤ Follow-ups and coordinating with vendor ➤ Handling all the Quality Control strategies ➤ Extract the reports and update the container list by DC ➤ Update late and moved and Decon spread sheet ➤ Update missing ETA and Exception reports.



	<u>Client - Deluxe Corporation:</u> ➤ <i>Invoice Processing - Posting PO Invoices, Audit Signatures.</i> ➤ <i>Invoice Processing - Parking and posting of Non PO Invoices, Audit Signature.</i> ➤ <i>Payment Option changing in SAP as per vendor requests.</i> ➤ <i>Invoice processing – Parking and QC – Posting</i> ➤ <i>Admin work for P-Card, One card.</i> ➤ <i>100% accuracy deliverables.</i> ➤ <i>Supporting the Team in time of crisis situation.</i> ➤ <i>Resolve discrepant invoices as per the standard operating procedures</i> ➤ <i>Ensuring all pending items are proactively followed up for resolution</i> ➤ <i>Adherence to the SLA Productivity, turn-around-time, and accuracy</i> ➤ <i>Reporting activities – Generate and update the AP reports</i> ➤ <i>Provide on the job training to new joiners</i> ➤ <i>Addressing any query or grievances on the part of vendor or the client</i> ➤ <i>Contributing to the effectiveness of the team by utilizing interpersonal skills to work with members effectively.</i>
--	--

<i>Name of the organization</i>	<i>XPLORE INFORMATION TECHNOLOGY PVT LTD</i>
<i>Period</i>	<i>From August 2013 to Dec 2016</i>
<i>Designation</i>	<i>HR & Client Coordinator</i>
<i>Nature of job</i>	<i>Entire HR Activities</i> <i>Coordination with existing & New Students Relationship</i> <i>1st Level In to Exit Level Handling for Students and Employees Maintained Attendance Files</i> <i>Monthly Salary Maintains</i> <i>Handling Ex-Employee Verification</i> <i>Handling College Campus Drive</i> <i>Handling Client Requirement Information Details</i> <i>Handling First Level Training Class</i>



<i>Name of the organization</i>	<i>Reliance General Insurance Co. Ltd</i>
<i>Period</i>	<i>Form Jan 31-1-2019 to 01-12-2020</i>
<i>Designation</i>	<i>Support Officer</i>
<i>Clients</i>	<i>Legal Claim</i>
<i>Nature of job</i>	<i>Legal Claims - MIS (Mangament Information System)/ TPCMS (Third Party Claim Management System)</i> <i>All MIS activities given by Corporate Office for Tamil Nadu Region</i> <i>Preparing Court Receipt Pending data's with NEFT Details</i> <i>Preparing Advocate Bills to processing the payment</i> <i>KYC verification</i> <i>Award Log maintenance and follow up for processing</i> <i>Verify and Update the Summon and Petition details in TPCMS to generate the Claim No.</i> <i>Verify, Scan and upload all the legal documents (Petition, FIR, RC, Driving License, Discharge Summary, Medical Bills, Post Modern Certificate, Accident Register, etc..) to the Claim ID</i> <i>Check and validate the Court Receipt / Deposit Receipt</i> <i>Processing the Panel Advocate Fees overall Tamil Nadu</i> <i>Preparing PPT and Chart for monthly review</i> <i>Follow up all the advocates for Court Receipt (Award, Appeal and final settlement)</i> <i>Updating proposal in TPCMS (Third Party Claim Management System)</i>

Personal Details:

Name : *V.Jayanthi*

Father : *C. Vasu*

Date of Birth : *09.10.1989*

Gender : *Female*

Languages known : *English, Telugu, Tamil*

Hobbies : *Gardening, Listening Music, Painting, Designing, Drawing & Reading Books.*

Permanent Address : *No. 2M, S.M.I.G Flats, Thiruvalluvar Nagar, Tondiarpet, Chennai - 600081.*



Declaration:

I hereby declare that all the above information given is truth to my knowledge.

Place: Chennai

Date:

Signature
V.Jayanthi

