



SanthoshV

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Objective:

To work in a challenging environment that utilizes my education & professional skills and offers an opportunity to keep a pace with the moving trends and technologies.

I HAVE WORK EXPERIENCE IN TATA CONSULTANCY SERVICES FOR 2 YEARS AND 8 MONTHS.

Designation : Process Associate in Bank of America Domain (Band-1)
Branch : TCS, Siruseri branch, Chennai
Duration : 2 years 1 month (From 2015 July to August 2017)

Citi Bank Project:

Designation : Process Analyst (Band-1)
Branch : Spencer Plaza branch, Chennai.
Duration : September 2017 to January 2018 (5 months)

Human Resource:

Designation : Human Resource Recruiter Backup
Branch : Spencer Plaza branch, Chennai.
Duration : February 2018 to April 10 2018

Responsibilities:

- Be on time in workplace.
- Supporting the workflow in order to fulfill the client requirements within prescribed period.
- Doing QC as a part of QC team to ensure deliverables without defects.
- Should make a quick reaction towards the work given and make work accordingly to the scheduled TAT timing.
- Should give out the possibilities and the route cause for the work pending and for the work which should be done.

Overview of Job:

- Working as a process associate in origination process of Mortgage domain.
- As a pre underwriting process we need to classify the customer's loan documents and gets it uploaded in bank's portal.
- We receive documents from direct clients through mail, if any discrepancy is in their mail we need to communicate the client to send the valid documents.
- We should have the proper knowledge of the documents, then only we can able to validate it and helps the underwriters to decide whether approve or cancel the mortgage loan of the customer and finally we give proper documentation as per SLA.

Achievements:

- The Coimbatore District and divisional Level Football Player.
- Participated in Divisional Level Table Tennis Tournament.
- Attended workshop in marketing in SNR ASC college, Coimbatore.

ALSO WORKED IN THE MEDUSIND SOLUTIONS COIMBATORE FROM MARCH 2019 TO SEPTEMBER 2019(6 MONTHS)

- Was in Voice Process dealing with Our US Clients.
- Was Scheduling the Appointment to the Dentist for the Patients Tooth Problems and Major and Minor Surgeries.
- Use to update all the records which where provided by the Insurance Office Representatives.
- Update all the Records as per the Protocol which where given by the Concern.

Education:

Course	Institution	Period	Percentage (%)
B.Com(CA)	Dr.N.G.P. Arts & Science College, (Coimbatore).	2012-2015	64%
12th	Dr.PGV Matric Hre Sec School Chinnathadagam.	2011-2012	72%
10th	Ramsun Private Institution Thudiyalur Coimbatore.	2009-2010	54%

Soft skills:

- Data Base : Oracle Basic
- Operating System : Microsoft Windows 7
- Applications : Microsoft office 2010

Other skills:

- Creative& Innovative thinking
- Quick learner
- Organized & Dedicated to the work given
- Worked in Job Portals like Indeed and Shine.com
- Making calls for voice process and checking out the Fluency of Candidates

Area of interest:

- Interaction during client calls.
- Backend Operations and Human Resource Recruitment.
- Can be able to understand the process easily and work accordingly.
- Interested in Working Rotational Shifts including Night Shifts also.

Personal details:

Name	:	Santhosh
DOB	:	05-06-1994
Father's Name	:	Viswanathan
Nationality	:	Indian
Marital status	:	Single
Languages	:	Tamil, English.

Declaration:

I hereby declare that the above given information are true and I will responsible for any false statements in that.

Place:

Sincerely,

Date:

Santhosh V