

CURRICULAM VITAE

NAME	SWATHI L	CONTACT NO	8618159903 / 9164025805
EMAIL ID	swathilokesh97@gmail.com	PREFERRED LOCATION	ANY

PERSONAL SUMMARY

A Capable, ambitious and successful professional who possess broad and deep knowledge on Invoice settlement activities and management reporting, having the ability to support, encourage and motivate team and also managing high profile client relationships.

PROFESSIONAL OBJECTIVE

Looking for a position in exciting, fast-paced, challenging working environment, where I can explore my knowledge and experience to the maximum level and at the same time contribute to the goals of the organization.

EXECUTIVE SUMMARY

- I have over all 2 years of experience in claims application management and enrollment application processor as a process associate.
- Supported team by stretching extra working hours throughout the year when there is high requirement.

WORK EXPERIENCE - 2 YEARS

Employer Current - HGS

Duration - Since Aug 2019 to till date

Designation - Trainee Process Consultant

Responsibilities:



Enrollment Process:

- Working on queues SAW, Shield link and Contract.
- On-floor assistance for queries of new folks
- Updating new scenarios to team members received from clients
- Conducting hurdles on process updates.
- Receive training on process updates and communicating the same to team.
- Calculating and maintaining quality scores.

PERSONAL SKILLS:

- Positive attitude, Determination, High Energies.
- Hard Working, and Sincere.
- Good decision making and analytical skills.

EDUCATION QUALIFICATION				
Course	University	Year of Passing	College	Remark
BCOM	Bangalore University	2018	SJRC Women's College, Rajajinagar	SECOND CLASS
P.U.C	Bangalore University	2015	SJRC Women's College, Rajajinagar	SECOND CLASS
S.S.L.C	KSEEB	2013	Sri Vani Girls High School, Rajajinagar	SECOND CLASS

TECHNICAL SKILLS AND TYPING SKILLS:

- Basic Computer (MS Office)
- Tally ERP 9
- English & Kannada Typing (Senior)
- Basics in Banking Process



PERSONAL SKILLS:

- Name : Swathi L
- Father Name : Lokesh K
- Date of Birth : 27.11.1995
- Nationality : Indian
- Marital Status : Single
- Languages Known : English, Kannada and telugu
- Hobbies : Singing, drawing

DECLARTION:

I hereby declare that all the data and information provided above are true and correct to the best of my knowledge.

Place:

Date:

(SWATHI.L)

