

Divya

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🏠 21-Apr-2000
📍 143 , Othavadai street nammalverpet Chennai 600012 Tamilnadu India

🕒 Summary

Results-driven IT professional with a solid background in data management, banking processes, and customer support. Experienced in handling various aspects of document processing, quality assurance, and client communication. Proven track record of meeting deadlines, ensuring quality standards, and mentoring junior team members. Adept at resolving customer inquiries and providing timely solutions

📁 Experience

○ Accenture	Jun 2022 - Jul 2024 (2 Years,1 Months)
Transaction Process	
<ul style="list-style-type: none">• I have been parsing team and handling Commission processing for Producers.• Download and Allocated statements to Team and mentor Junior.• Tracking hourly count and Parsing & Ageing status and performed recon every day.• Discussing parsing status in team huddle.• Parsing complicated statements Such as External log, VIP Statements.• Achieving the daily Productivity and accuracy every day.• Excel Skills, Using Functions like SUM, COUNT, AVERAGE, SUMIF, COUNTIF• Managing sheets, Finding and replacing data, Pivot table, V-Lookups etc...	
○ Chennai Ford	Mar 2021 - Apr 2022 (1 Years,1 Months)
RTO department	
Raising Form 20 in VAAHAN	
Vehicle RegistrationProcess	
Making E-Payment	

🎓 Education

○ Jaya college of arts & Science	Jun 2017 - Jul 2020
Bsc Microbiology	
71%	
○ Tarapore Loganathan Girls Higher secondary School	Jun 2016 - Apr 2017
HSC	
65%	
○ Tarapore Loganathan Girls Higher secondary School	Jun 2014 - Apr 2015
SSLC	
73%	

📋 Skills

- Typing Speed and Accuracy.
- Communication and Team Collaboration.
- Leadership and Flexibility.
- Database Management Systems.
- Process transaction.
- Microsoft office
- Strong analytical skills. Excel and Access proficiency

- Ability to prioritize and manage multiple assignments and meet tight deadlines
- • A good eye for detail, experience of data research desirable
- Software Tools: JIRA, Image to Excel, A2E tool Readsoft, MS Office.

Languages

- Fluent in Tamil and English

ADDITIONAL EDUCATION

- Medical coding certification • DCA (Diploma of Computer Application)

Projects

○ NFP (Natinal Financial Partner)

P Corp. provides insurance, benefits, and wealth management services. The Company offers property and casualty management, commercial, life, and personal insurance, retirement, and human resource consulting services. NFP serves clients worldwide. Clients: Apollo Global Management, HPS Investment Partners, and Madison Dearborn Partners.