**PAVITHRA.P**

11/44, West Street, Thalainayar (Post),

Vedaraniyam (TK),

Nagapattinam- 614712

Mobile: +**91 7502838351**

Mail Id: [ppavithrakps1993@gmail.com](mailto:ppavithrakps1993@gmail.com)

**CAREER OBJECTIVE:**

To enhance my professional skills in a reputed and dynamic organization that gives me an opportunity to evolve in a professional manner and using the best of my competency ability for the elevation of an organization and myself.

**PROFESSIONAL EXPERIENCE:**

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| **Company:** RR Donnelley India Outsourcing Private Limited, Chennai |
| **Designation:** Document Specialist |
| **Period:** Dec 01,2015 to March 19,2016 (contract based ) |

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| **Training:** SEO & Digital marketing |
| **Training period :** Apr 01,2016 to June 30 , 2016 ( seo training) |

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| **Company :** RR Donnelly Pvt LTD |
| **Designation:** Document Specialist (Power point) |
| **Period:** Dec 14,2016 to March 14,2017 |

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| **Company:** TELEPERFORMANCE Formerly IGS (INTELENET GLOBAL SERVICES PVT LTD) for KYC process (UK Bank). |
| **Designation :** Senior customer service executive |
| **Period :** Sep 18,2017 to Till Now |
| **Position :** Quality Controll |

**KYC:**

The primary objective of this process is to prevent money laundering and to manage risk and financial frauds.

**JOB DESCRIPTION:**

The KYC Process is lengthy and time consuming since it involves a lot of documentation, checks and verification.

* **The identity of the Customer**
* **Statutory registration**
* **Legality of the Business**
* **Account Creation for Business as well as Individual**
* Individual (Sole Trader), Limited Companies, Partnership, LLP (Limited Liabilities Partnership), CACS (Clubs, Associations, Charities and Societies).
* Analyze whether the business is compliant with various statutory registrations.
* Analyze whether the business is legal as per law.
* Analyzing whether the business activity involved in High risk business requires license`
* If there is No risk found in Business then we have to create the business account for the Customer.
* If the business is low risk and Customer cleared the ID & V, then we can create the record for Individual Customer based on the customer response and also third party reference
* If the Client is a criminal or terrorist linked, probably need to freeze the account and submit a report to the authorities.
* Another form of screening is to monitor the transactions and spot any unusual transactions.

**KEY RESPONSIBILITIES IN OUTPUT QUALITY ASSURANCE:**

* Post validation on processed request before sending it to client for closure.
* Circulate quality report across all regions on daily basis.
* Ensure 100% accuracy on the data composed by our processor.

**EDUCATIONAL QUALIFICATION:**

* **MCA** with **77%**

Dhanalakshmi College of Engineering, Chennai (2013-2015)

* **B.Sc., Computer Science** with **81%**

Sengamala Thayaar Educational Trust Women’s College, Mannargudi

* **H.Sc.,** with **52%**

St.Xavier.Hr.Sec.School, Neermulai

* **S.S.L.C** with **67.6%**

St.Therasa.Girl.Hr.Sec.School

**TECHNICAL SKILLS:**

* Web Development : HTML
* Application Software : MS Office (Power Point)

**EXTRA-CURRICULAR ACTICITIES:**

* Sports(Running)
* NSS(National Service Scheme)
* Rotract (Rotary Club)

**MINI PROJECT :( B.Sc.,)**

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| **Project Title** | HOSPITAL MANAGEMENT SYSTEM |

**PROJECT :( MCA)**

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| **Company Name** | Stigmata Techno Solutions |
| **Project Title** | WEB IMAGE RE-RANKING USING QUERY SPECIFIC SEMANTIC SIGNATURE |

**PERSONAL DETAILS**:

Name : P.Pavithra

Father’s Name : K.Packirisamy

Contact No : 9025041062

Date of Birth : 21.06.1993

Gender : Female

Language Known : Tamil, English

Marital Status : Single

Nationality : Indian

**DECLARATION**

*“I hereby declare that the aforesaid information's are true to the best of my knowledge and belief.”*

**Place**: Chennai yours faithfully,

**Date**: 30.06.2021

P.Pavithra