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CAREER OBJECTIVE

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

EXPERIENCE

1.8 Years of experience With **TATA CONSULTANCY SERVICES** as a role of Process Analyst and Information Processing Specialist

JOB PROFILE

Standard Chartered Bank -PROCESS ANALYST (CLIENT ON-BOARDING)

- Examining and scrutinizing onboarding documents and providing payment and right access to the accounts as per their requirements.
- Transforming Business need to Technical Requirement.
- Single Point of Contact to on-board (SPOC) the clients of Hongkong, Singapore to handle Priority Cases and Escalate the cases to the Next level.

Project Duration (July 2017- May 2018) ONSITE – BANGALORE

CITISHARE OPERATIONS (-Information processing Specialist)

- Downloading Necessary information in form of report from a particularized server for reconciliation of networks.
- Verification of Auto Reconciliation of Networks. Highlight the day to challenges.
- Preparation of Daily MIS.
- Preparation of MCBS Weekly Settlement.
- Preparation of Monthly Invoices for Billing.
- Processing exception towards C&A.
- Preparing Reconciliation of Networks (i.e.) Amex, Banknet, Cardtronics, Exchange, MasterCard, Nyce, Pulse.

Project Duration (May 2018- Current) OFFSITE – CHENNAI

EDUCATIONAL QUALIFICATION

Exams	Year of Passing	Board of Examination	Name of the Institution	Percentage of Marks & Class
B.COM (IT)	2017	Bharathiyar university	V.L.B Janakiammal college of Arts and science Kovaipudur	72%
H.S.C	2014	Tamil Nadu State Board	C.S.I Boys Higher Secondary School, Coimbatore	79.5%
S.S.L.C	2010	Tamil Nadu State Board	V.S.S.M. Memorial High School, Coimbatore	76.5%

ACHIEVEMENTS

- TCS Internally certified as a Bps Statistics and Analytics.
- Participated/Presented in International Conference on Innovative Marketing held at Sankara College of science and commerce and published the research paper titled online marketing.
- Participated/Presented in National Conference on Innovation Trends in Information Technology held at Sri Vasavi college and published the research paper titled information security.
- Participated/Presented in International Conference on Emerging trends and digital innovation in digital Marketing held at Sankara College of Science and Commerce and published the research paper titled Corporate social responsibility.

CO-CURRICULAR ACTIVITIES

- Attended various intercollege meets.
- Internship on Best Pumps Private Limited.
- Project done on the topic “A study on Employee Welfare”

EXTRACURRICULAR ACTIVITIES

- Winners in volleyball tournament conducted by Dhaanish Ahmed Institute of Technology and secured First place.
- Secured III place in interschool basketball competition held at Sree Narayana Guru College of arts and science.

PERSONAL SKILLS

- Highly motivated and eager to learn new things.
- Strong motivational and leadership skills.
- Ability to produce best result in pressure situation.
- Ability to work as individual as well as in group.
- Active team player.

PERSONAL PROFILE

Nationality : Indian
Religion : Hindu
Age : 24 years
Date of Birth : 24.03.1995
Gender : Male
Father Name : Gururaj. S
Marital Status : Unmarried
Language Known : English, Tamil, Malayalam.
Notice Period : 3 Months (Currently not Serving)

DECLARATION

I, BIJU.G, do hereby solemnly ensure that the information given above are true to the best of my knowledge.

DATE :

Yours faithfully

PLACE :

[Biju.G]