



# INDUVASUDEVAN

Khaleej building, Karama, pin. 126267  
Dubai, Visit Visa (Feb 15th to Apr 15th)

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To work in a progressive organization that incorporate with variety of diversity in the skills enabling excellent technical growth fulfilling welcome attitude of new ideas. Enhance the overall growth of organization.



## INDIAN EXPERIENCE

### New Transaction Process Associate @ Accenture (BPS)

26<sup>th</sup> Feb -2019 – Feb 2020

#### Invoice processing Associate

- Scanning Invoice to appropriate Queues
- Frequently receiving update from client in emails and updating to the team
- Query handling
- Sales Executive/ Representative- handling queries offering advice, reviewing sales performance, negotiating contracts and packages.



### Kovai Medical Centre and Hospital – Radiology Dept

21<sup>ST</sup> Dec 2018–Feb2019

#### Receptionist / Admin staff

- Greeting and welcoming guests / Patients and providing a positive first impression of the organization.
- Directing guests and answering their questions
- Handle all data entry and admin tasks related to patient records
- Scheduling appointments and coordinating with other departments.
- Provide exceptional customer service
- Use of hospitals CRM to efficiently process patient medical records.
- Cash handling using scanning device, answering to customer enquiries, accepting customer returns and counting the money in the cash drawer.

## TRAINING ATTENDED

P2P training attend and completed, Excel, Tally ERP

## EDUCATION

2012–2015

**Calicut University**

**B.Com FA (Finance & Accounting)**

CCST College of Arts and Science, Cherpulashery

2012

**Calicut University**

**Higher secondary (12<sup>th</sup>)**

GVHSS Cherpulashery

2010

**Calicut University**

**SSLC (10<sup>th</sup>)**

GVHSS Cherpulasher

## SKILLS

- Communication–Excellent in both written and verbal
- Analytical skills–Can process information from various sources and draw meaningful conclusions.
- Ability to work under pressure–Resilient and patient under stress.
- IT Skills–Can learn new applications / systems Intermediate MS office skills
- Teamwork–Can work with a team to achieve a common goal
- Multi-Tasking and Organized – can prioritize tasks and have a focus on time management.

## HOBBIES

Reading books, Traveling, Singing

## LANGUAGES KNOWN

English, Hindi, Tamil & Malayalam

## PERSONAL DETAILS

Name : INDUVASUDEVAN  
DOB : 13/6/1994  
Gender : Female  
Nationality : India  
Passport Number : P0816150  
Visa status : Visit visa (Feb 15<sup>th</sup> to May15<sup>th</sup>)  
Permanent address : Khaleej building  
Karama, Dubai  
Pin. 126267

## DECLARATION:

I hereby declare that all the above information is true to the best of my knowledge and belief.

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**Place:** Dubai

**Name &Signature**

**INDUVASUDEVAN**