

SILNA SEBASTIAN

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Vellaplackal House,
Maikavu PO,
Thamarassery Via,
Kozhikode,
Kerala-673573

OBJECTIVE:

To seek a position, where I urge to learn new things and creativity will add value to my present & future career, and to contribute to the organization to achieve its goals.

SKILLS & ABILITIES:

- Able to work as an individual as well as in team
 - Possess good problem solving skills, ability to meet deadlines, Adaptable to various conditions, Self-starter and work on multiple requirements.
 - Report maintaining skills which can be effectively used to improve the team performance and reduce the consumption of time.
 - Efficient to work on management reports like MIS, team quality reports, daily dashboards, etc
 - Effective communication to my colleagues and maintained healthy relationship in order to achieve the team Goals.
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TECHNICAL PROFICIENCY

Operating System: Windows 7

Applications: MS Office (Word, Excel & Power point), Citrix based Platforms, LPS applications, LSAMS & Aacer

WORK EXPERIENCE:

COMPANY NAME: TATA CONSULTANCY SERVICES – CHENNAI
DURATION: JULY 2016 – JAN 2020
DESIGNATION: SENIOR PROCESS ASSOCIATE

ROLES & RESPONSIBILITIES:

- One year experience in Reverse mortgage.
- Two years experience in Bankruptcy
- Working as a part of Bankruptcy for POC
- Completing the mail request from clients on daily basis
- Suggests process improvement ideas and initiative to enhance business results
- In process perspective, we retrieve documents & file a claim with the Investor for the Bankruptcy related expenses, advances and Escrows within the given SLA.



- Preparing Data Sheet and update all the information regarding the invoices which needs to claim for the particular loan.
- Sending the daily reports for log in and log out to team

EDUCATION:

BBA (2016)

VIVEKANANDHA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

HSC (2013)

ST.MARYS HIGHER SECONDARY SCHOOL, KOODATHAI

SSLC (2011)

ST.MARYS HIGHER SECONDARY SCHOOL, KOODATHAI

PERSONAL INFORMATION:

Date of Birth:	26th Sep 1995
Father's name:	Mr.Devassia
Nationality:	INDIAN
Marital status:	Married
Gender:	Female
Language Known:	Malayalam, English, Tamil
Permanent Address:	<u>Vellaplackal House,</u> <u>Maikavu PO,</u> <u>Thamarassery Via,</u> <u>Kozhikode Dt,</u> Kerala - 673573.

DECLARATION:

I hereby declare that the information provided above is correct to the best of my knowledge.

Place:

SILNA SEBASTIAN

Date:

