

SaiJothi Linganathan

Urapakkam – 603 210.

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CAREER SUMMARY

To obtain a challenging position which offers opportunity for professional growth with the growth of the Organization, in a corporate Environment that will utilize my Technical Knowledge and personal skills.

PROFESSIONAL EXPERIENCE

Barclays Shared Services, Chennai

Process Advisor, Joined on April 2015 – June 2019

Responsibilities :

- Trained in Attach, Condolence letter, Fast Track, Asses for close, Barclaycard Queries, Offset, Applying funds in Dormancy.
- Appropriate DOD is checked, and fund transfer is done as per request.
- Sending DOD balances to the customer as per the request.
- **Payment:**
Doing BACS transfer, Closing Transfer, Chaps payment and Cheque Payments.
- Transferring the funds to the beneficiary customer as per the request.
- DAR (Deceased Account Report) checking customer entries and take the decision whether accept or reject the payment.
- Funeral bill amount will pay before closing the deceased accounts.
- KYC has been done; verifying customer details and have to check identified& verified to proceed for further action.
- Dealing with loans, securities & assets and taking action as per customer request.
- To ensure that customer lives in sanction countries or not.
- Queues will be allocating and queries resolving, making calls to onshore to get reference number for returning funds in DAR.
- Executor and trustee (E&T) account opening done as per request with relevant documents after verification.
- Auditing has been done and process query solving for new trained peoples.
- Providing daily, weekly and monthly volume count reports to manager.
- Attending client calls on weekly basis and resolving process queries.

Kelly Services India Pvt Ltd, Chennai

Process Advisor, Joined on November 2014 – April 2015

Responsibilities :

- On Deputation to Barclays Shares Services.

Dell International Services, Chennai

Data Entry and Cnv Sr. Representative, Joined on July 2013 – September 2014

Responsibilities :

- It is a medical coding job, deals with patients who is taking a treatment in US. Entering the charges in care tracker software and claiming treatment amount under the insurance coverage companies like Medicare, Medicaid, Tricare, Cigna, etc.

Itech India Ltd, Chennai

Jr. Process Executive, Joined on December 2010 – November 2011

Responsibilities :

- Process is keying and auditing the bills. Entering the logistics goods and transportation charges into new software and provide the new receipt, transferring the funds to the dealers like DHL, Blue Dart, BCBS, etc.

TECHNICAL PROFILE

- Operating System : MS – Windows
- Packages : MS– Office
- Specialized Skills : Taking a lead, Planning and organizing, working as part of a team and Typing finished.

ACHIEVEMENTS

- I have received Barclays Recognition Award for **SERVICE** for the year 2017.
- Successfully launched two new processes Funeral Bill (FB) and Executor and Trustee Account (E&T).
- Received '**Rising Star**' award for coming up the learning curve fast and used what is learnt to deliver the work responsible on time.

PROJECT PROFILE IN THE YEAR 2010 - 2013

SUMMER INTERNSHIP:

1. **TUFIDCO** (Tamil Nādu Urban Finance and Infrastructure Development Corporation Limited), Saidapet.

I was **Junior Analyst in HR** and had the opportunity to explore in depository participant activities, and other financial advisory services. Through this experience working directly with clients, I have developed leadership and analytical skills and honed my knowledge of accounting and finance.

2. **Green Productions Private Limited**, (Sterling Road) Nungambakkam.

I also had the opportunity to work with Green Production. Best Intern for the year 2012'. Attended enhanced classroom activity on Personality Development, Communication & Paper Presentation skills, and Management Leadership skill.

KEY ACCOMPLISHMENTS

- Enthusiastic and highly dedicated to the growth and success of the organization and self
- Quick learner and passionate to learn new technologies.
- Disciplined, flexible & good etiquette.
- Possess good work ethic and high-level of integrity.

ACADEMIC

- Madras University “**M.Sc. Psychology**” 2013-15.
- MOP Vaishnav College for Women “**BA Sociology**” 2010-13
- St. Joseph’s Matriculation School “**HSC**” 2008-10
- Dr. Sivanthi Adithanar Girls School “**SSLC**” 2005-08

PERSONAL PROFILE

Father name : Linganathan. H,
Marital Status : Married,
Languages Known : Tamil & English,
Alternate contact : 81898 53287
Date of Birth : 13 July 1993
Address : No. 7A, Thiruvalluvar Street,
Urapakkam – 603 210.

DECLARATION

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

PLACE: Chennai

(SAIJOTHI.L)

DATE: