

RESUME

KARTHIKEYAN K
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S/o N Kumarswamy
"Nesara", Ganesh layout, MS Palya,
Vidyaranya pura post Bengaluru-560097

CAREER OBJECTIVE:

I want to be a part of an organization that appreciates hard work and guides me to a new high position. I have confidence and enthusiasm in working as a Team and Achieve organization goal. To work in an Organization where I can apply the best of my knowledge and will suit my executive, innovative, creative leadership, and technical skills.

QUALIFICATION

Course	Name of the Institution	Board/University/Institution	Percentage	Year
BCom	SRS FIRST GRADE COLLEGE	TUMKUR UNIVERSITY	58%	2017
PUC	SRS PU COLLEGE	TUMKUR UNIVERSITY	59%	2014
SSLC	NRUPATHUNGA HIGH SCHOOL	KSSEB	58%	2012

COMPUTER SKILLS:

- Software Packages: MS Office, (word, Excel, Power Point)
- Applications: Basic. TALLY ERP9

PROFESSIONAL SNAPSHOTS:

Company Name: BGRS India Pvt Ltd
Work Profile: Support Service Coordinator

Company Name: SLK Global
Work Profile: Associate Team Member

Company Name: HINDHUJA GLOBAL SOLUTIONS
Work Profile: Associate

PROFFESIONAL EXPERIENCE:

BGRS India Pvt Ltd – Support Service Coordinator (GCS).

March 2021 – March 2022

- Responsible to handle the entire query related to relocation services such as Expenses, Immigration, Temporary living, Shipments, Schooling, Home finding and Repatriation.
- Responsible to handle the project named Ford de implementation which includes multiple tasks of multiple companies.
- Responsible to instruct the employee on how to claim expense through online application.
- Communicating with Employee, HR and Manager of the company with respective to their expenses on the bases of our client guidelines through emails and calls.
- Handling the personal documents like Lease document and Immigration documents like WP RP etc.
- Handling task as instructed by the file manager such as to close the file, upload documents, update emails in notes section; raise IPR for the mentioned expense.
- Providing authorization to the Destination service provider (DSP) by raising referrals, adding an exception to process the payment with an approval of clients.

SLK Global:

US Mortgage - Team Member

June 2020 -Dec 2020

- Involved in verification of different insurance documents such as Invoice, renewal, cancellation, re-instatement
- Identification of deletion of interest, valid mortgagee clause, valid insurance company and agent information
- Verifying policy period, deductible amount, coverage amount, replacement cost, premium amount, and balance due amount
- Analysis of various policy types such as hazard policy, wind policy, earthquake, and flood policy
- Making payment for renewal of policy.

HINDHUJA GLOBAL SOLUTIONS - Associate

May 2018 – March 2020

- Worked as an “Associate” (International US Process) in “**HINDHUJA GLOBAL SOLUTIONS**”
- Multiplan is new International US Healthcare project which diverse lines of business work to serve all types of healthcare providers demographic and professional information of their facilities, so that they can get claims without delays within the period.
- Adhering to HIPAA guidelines to ensure data confidentiality.
- Continuing PDM activities like enrolling new provider, updating demographic information etc.
- Tracking and maintaining provider’s professional data and their facility information up to date.
- Hands on experience using File Bound ticketing.
- Handling customer escalations and providing resolution as soon as possible.
- Following security guidelines required for handling contracts in US Healthcare.
- Performing Internal audit.
- Preparing and presenting error analysis to the team members and providing feedback to users.

PERSONAL INFORMATION:

Name	KARTHIKEYAN K
Date of birth	5 th May 1996
Gender	Male
Languages known	English, Hindi, and Kannada
Nationality	Indian
Marital Status	Single
Father Name	Kumar Swamy N
Hobbies	Bike riding, listening to music, cooking.

MY KEY STRENGTH:

- Self-Learner, Face challenges and Sharing Knowledge.
- Good team player.

DECLARATION:

I hereby declare that all the information mentioned above is true to the best of my knowledge. I will make it my Ernest to discharge competently and carefully the duties you may be pleased to entrust with me.

DATE:**Yours faithfully****PLACE: BENGALURU****(KARTHIKEYAN K)**