

My Resume

Sondi Teja

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ABOUT ME

responsible and focused team player with a consistent record of accomplishment of meeting and exceeding performance goals. looking to work diligently with others in a fast-paced work environment as well as utilize my skills in a challenging position within a company that prompts the growth and development.

SKILLS:

Good communication

Logo designing

Copy writing

Good in Typing with 45

typing speed 98%

Accuracy

PROFESSIONAL EXPERIENCE

*Worked in PATRA for 1 year 9 months as a (Process executive 1) 2022 - 2024

PATRA corporation is a leader in back-office services to the insurance industry, including U.S insurance agents and brokers, carrier and other non-retail insurance firms. **TASKS:** I worked on applications like EPIC, EASE, Microsoft Outlook, AMS360 and a Brokerage Builder. I worked on the eligibility services, Renewal prep services.

Projects: worked in brown & brown project

*Worked in **WNS** for 5 months as a Senior Associate In Farmer Health Insurance Process.

*Worked in Uniadroitech Pvt Ltd As A Process Associate Both Voice And Non Voice Process

EDUCATION

B.Com Prism Degree & P.G College (2018-2021)

Intermediate Sophia Junior College (2016-2018)

SSC Jubilee English Medium School (2016)

ADDITIONAL INFORMATION

Languages: Fluent in English & Telugu

Interests: watching movies playing basketball

Gym stuff

DECLARATION

I hereby declare that the statements made in this resume are true, complete and correct to the best of my knowledge and belief and can provide all the documents whenever required.
