

# Sundara rajan V S

## PROCESS ASSOCIATE

I am looking for an challenging job which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately

✉ sundarvs2004@gmail.com

📞 7845087016

📍 Madurai, Tamilnadu

## SKILLS

Inter personal skills  
Communication skill

Advanced excel  
Experience in outlook

Problem solving  
Digital marketing

## EXPERIENCE

### Process Associate Apprenticeship

Genpact *Jul 2024 - Present*

The main role and responsibility is to assist the clients. Our clients are international organization like ace american etc.. We will assist them and solve the queries through outlook and release some mandatory documents

## PROJECTS

### Employee Absenteeism

Intern *Feb 2024 - Feb 2024*

## CERTIFICATION

### Digital Marketing

1Year

## EDUCATION

### Bachelor of Business Administration (HRM)

Mannar Thirumalai Naicer College *Jun 2021 - Mar 2024*

61%

### HSC

Phoenix Higher Secondary School *Jun 2020 - Mar 2021*

74%

### SSLC

Phoenix Higher Secondary School *Jun 2018 - Mar 2019*

61%

## STRENGTH

Good Team worker  
Quick Learner

## AREA OF INTEREST

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Voice and Non-voice process

Human resources management

Associate

## HOBBIES

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To explore new place and things

Playing cricket

Reasearch

Listening songs

## PERSONAL PROFILE

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D.O.B : 26/03/2004

Nationality : Indian

Native : Madurai

Father's Name : Srinivasan V

Address : 648-1A,1ST CROSS STREET  
IN 1ST STREET, MAHALAKSHMI  
NAGAR, IYYER BANGALOW TO  
MOONDRUMAVADI ROAD, MADURAI  
TAMILNADU-625007

Gender : Male

Marital Status : Single

Language : Tamil, English

## DECLARATION

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I hereby declare that above information is true to my knowledge