

**KAVIYA SHREE N**  
**PROCESS EXECUTIVE 2**



**Personal Details**

- **Sex:** Female
- **Date of Birth:** 13-05-1996
- **Nationality:** Indian
- **Religion:** Hindu
- **Marital Status:** Married
- Tamil: ●●●●●
- English: ●●●●
- Kannada: ●●●
- Telugu: ●●●

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Address:

91/86, Vinayakar Kovil Street, Naikanoor  
No. 4, Veerapandi, Coimbatore – 641019,  
Tamil Nadu, India.

**PASSPORT DETAILS**

No : X2534884

**CURRICULUM VITAE**

**Career Objective:**

To leverage my expertise and experience in the BPO, Insurance, Accounts, and Finance industries to deliver impactful results and drive organizational excellence. With a strong commitment to professionalism, innovation, and teamwork, I aim to contribute to achieving organizational goals while fostering growth, upholding ethical standards, and ensuring sustained success for both the company and my professional journey.

**Skills:**

- **Work Ethic:** Proven ability to excel both independently and as part of a team, ensuring productivity and quality in all tasks.
- **Professional Attributes:** Highly sincere, hardworking, adaptable, and dedicated to continuous learning and self-improvement.
- **Technical Expertise:**  
Advanced proficiency in MS Office Tools (Excel, Access, Word, Outlook).  
Hands-on experience with SAP (Accounts Payable – Invoice Processing).  
Skilled in working with WEBDC DCIW and EPIC platforms.
- **Soft Skills:** Strong communication, interpersonal, and collaboration abilities that foster effective teamwork and relationship-building.
- **Adaptability:** Exceptionally flexible and resilient in dynamic and fast-paced work environments, capable of tackling new challenges with ease.

## **Process Executive 2**

### **PATRA India BPO Services**

May 2022 – Present

Key Responsibilities and Achievements:

- Supported and managed insurance processes by optimizing the application of people and technology.
- Facilitated insurance organizations in selling, delivering, and managing policies and customers through the Patrone Platform.
- Earned positive feedback from US clients for clear communication and a friendly demeanor, contributing to strong client relationships and enhanced customer satisfaction.

## **Work Experience**

### **Process Associate**

#### **KG Information System Private Limited**

March 2021 – April 2022

Key Achievements and Responsibilities:

- Streamlined invoice processing by efficiently downloading or manually entering invoice details from diverse sources such as emails, mail, and portals.
- Ensured data accuracy by matching invoices to purchase orders (POs) and verifying vendor information, dates, amounts, and item descriptions.
- Successfully uploaded and indexed invoices in the Accounts Payable (AP) system, maintaining proper categorization for seamless financial operations.
- Proactively identified and resolved data discrepancies, including mismatched PO numbers and incorrect pricing, ensuring compliance and process integrity.

### **Jr. Office Administrator**

Supreme Assurity Information Solution & Services

November 2014 – October 2015

#### **Key Achievements and Responsibilities:**

- Maintained accurate attendance records and provided regular updates to the Human Resources department.
- Enforced workplace policies, including dress code compliance, access control, and tailgating monitoring.
- Coordinated cross-departmental tasks to ensure smooth and timely delivery of objectives.
- Performed essential office administration tasks, such as filing, bookkeeping, and managing transaction records.
- Managed client and vendor queries via email and calls, addressing invoice statuses, payment clarifications, and facilitating smooth business operations.
- Supported facilities audits by conducting fact-checks, resolving discrepancies, and ensuring compliance.
- Prepared and submitted daily activity and performance reports to supervisors, contributing to team alignment and accountability.

#### **Declaration**

I hereby declare that the information provided above is true, complete, and accurate to the best of my knowledge and belief. I take full responsibility for the authenticity of the details shared.

**KAVIYA SHREE N**

Date: