

# MEGHA S POOJARI



## Professional Experience:

### Transaction Execution:

- Executed transactions within prescribed timelines.
- Followed all predefined procedures for managing and maintaining records of existing LTC policies, including premium payments, policy changes, and updates.
- Reviewed documentation and processed payments to policyholders.
- Objectives centred on meeting SLA targets for the specific process within guidelines.

### Leadership and Team Management:

- Supervised and led a team of process executives.
- Provided guidance, training, and support to the team to achieve team goals.

### Client Interaction and Reporting:

- Interacted with clients to understand their needs and provide updates on project programs.
- Prepared reports and presentations for management and clients to demonstrate process performance and improvements.

## EXPERIENCE

January 2021 – September 2023

**Senior Process Executive Infosys** | Mangalore, India

Having 1 years of experience as a Process executive and 1 year 8 months of experience as Sr Process executive n Infosys BPM Ltd. Mudipu Mangalore.

Awarded as **Individual extra miler award** in 2022 and **Infosys star incentive plan** (I - star) 2021 – 2022.

2020

**B.Com**

Mahatma Gandhi Memorial college, Udupi, MANGALORE

GPA: 64.5

2017

**PUC**

SR PU college hebri, Udupi.

GPA: 90.67

**SSLC**

Church English medium high school Ajekar, Karkala, Udupi

## INTERESTS:

EXTRA CURRICULAR ACTIVITIES: Participated inter college kabaddi and throw ball computation in year 2017-18.

**Hobbies:**

Reading novels

## LANGUAGES:

English, Hindi, Kannada, Tulu, Telugu

## PROFESSIONAL SUMMARY

To make contribution to the best of my ability and to develop new skills and knowledge while interacting with others and achieve new heights.

## SKILLS

- Microsoft Office Excel, Outlook
- Audit Coordination Production Audit.
- Insurance Domain US LTC, AMO
- Professional phone etiquette Calls with Client
- SAP knowledge

## CERTIFICATIONS

- Completed "SAP Power User Program" Finance and Controlling held between Aug 2022 & Sept 2022
- Completed DIPLOMA IN COMPUTER APPLICATION From Jul 2019 to Jan 2020 with A+ grade

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