



NAVIN BASKARAN R

PROFESSIONAL SUMMARY

Detail Oriented, Efficient, Thoughtful and Has Ability to Make Decisions Wisely.

Resourceful in the Completion of Works, Effective on multitasking, Punctual on Regular Basis.

Handling Queries and Maintaining the Database of Clients.

EXPERIENCE

**Process Associate,
Flatworld Solutions. Bangalore, India**

Apr, 2023 - Jul, 2024

Handling Clients Email and Resolving the requests and Queries. By using QQ catalyst creating accord forms for the clients' new businesses or renewals.

Creating Invoice and Receipts for the client's transaction. Transcribing the details from one or more documents to fill out the form.

Filing down the necessary Emails files and documents for future references.

Creating a payroll excel sheet for the workers compensation by calculating the OT and gross pay of the client's employees. By Logging into different Carrier websites and providing the certificates and forms for clients

Freelance, Salem, India

Nov, 2017 - Mar, 2023

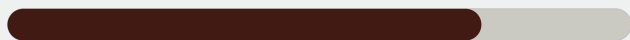
Graphic Designs

- Designing logos
- posters
- brochure
- Flyer

on client's descriptions and ideas fulfilling with the latest trends. Creating Paper Presentations for client's business proposals and business development such as Data entry and Form fillings.

SKILLS

Adobe Photoshop



Adobe Illustrator



Adobe Express



Microsoft office



LANGUAGES

English



Tamil



Student Trainee - Internship
Crown worldwide Group, Singapore

Apr. 2015 - Oct. 2016

- Organizing daily orders to be delivered to the client. Collecting consignments and passing it to secure in a warehouse.
- Providing customer service by ensuring the documents they've ordered. Planning the orders by clients location and locating them.

Technical Support,
Ashok Transport India

Oct. 2013 - May. 2015

- Handling transport database secured and archived. Providing transport related queries to clients via online and phone.
- Maintaining Systems on daily basis troubleshooting software issues and updating the software applications.

EDUCATION

STeI Institute, Singapore

2015 - 2016

- Diploma, Logistics and Supply Chain Management

Excel Engineering College *(Course Completion only)*, **Namakkal, India**

2008 - 2012

- Bachelor of Science, Computer Science Engineering

Vedha Vikass Higher Secondary School, Salem, India

2007 - 2008

- +2 or 'A' Level

CERTIFICATIONS

- English Speaking Test- C1/4 (Advanced) - *University of Cambridge*
- CCNA(Cisco Certified Network Associate) Training
- SCDF (Singapore Civil Defense Force)- Community Emergency Programme participation