

Sanvitha Ravindran
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Personal Profile

Energetic and a self-motivated individual who's equipped with Five years of experience in Service Sectors, where the experienced I have gained through the years makes me a dynamic individual with persistent in securing customer loyalty & delightfulness meanwhile building a strong business relationship with external and internal partners.

AREAS OF EXPERTISE

1. Effective Report writing skills.
2. Solution-based thinking.
3. Display good analytical reasoning skills.
4. Display good attention to detail.
5. High levels customer service orientation.
6. Ability to be flexible and adaptable to change.
7. Ability to perform with limited supervision.
8. Effective Time management skills.
9. Ability to use own initiative when required
10. Demonstrate high levels of accountability.

ACADEMICQUALIFICATION

Schools Attended – Ramanathan Hindu Ladies College, Colombo

Passed the examination which conducted by Department of Examination in Sri Lanka (G.C.E O/L & A/L).

PROFESSIONAL EXPERIENCE

BIMA LANKA

JAN 2018 to JUL 2023

Designation

: Quality Check Officer

Immediate Supervisor

: Quality Check Manager

Key Responsibilities

- Determine and plan customer's payment related claims and take action accordingly.
- Assist with analyzing business operations to determine compliance with these procedures.
- Conduct audit testing of specific brokers, internal departments and/or business partners
- Assist in establishing risk-based audit plans
- Provide assurance of compliance to statutory requirements, policies, and procedures.
- Prepare and present audit findings and recommendations for improvement.

- Contribute positively to the continuous review and improvement of existing methodologies and report writing styles, to ensure continuous value add as the business develops.

EXTRA-CURRICULAR ACTIVITIES

- Treasure of the Fine Arts Union (Ramanathan Hindu Ladies College)
- Member of Melodica Group (Ramanathan Hindu Ladies College)
- Member of Recorder Group (Ramanathan Hindu Ladies College)
- Member of Band Group (Ramanathan Hindu Ladies College)
- Played Netball at School Level (Ramanathan Hindu Ladies College)

LANGUAGES SKILLS

- English, Tamil and Sinhala.

PERSONAL INFORMATION

Name in full	Ravindran Sanvitha.
Date of Birth	24 th July 1997.
Age	27
Gender	Female
Nationality	Sri Lankan.
Civil status	Married
Passport No	N10877129
UAE Visit Visa	Valid

I do hereby certify that the above particulars furnished by me are true and correct to the best of my knowledge.

Sanvitha

Date