

Rajeswari M S

Tirunelveli • 7305961250 • rajiadi2002@gmail.com

BPO non voice process , medical coding, accountant

Motivated and adaptable professional with foundational experience in BPO non-voice operations and medical coding, complemented by hands-on exposure in cashiering and sales at ICICI Bank. Strong communicator with attention to detail, data accuracy, and customer service. Eager to grow in a dynamic role that leverages both administrative precision and client-facing skills.

WORK EXPERIENCE

icici Bank • Madurai • 01/2024 - 05/2024

multinational financial services company serving both retail and corporate customers.

cashier accountant sales • Full-time

Dynamic and customer-focused professional responsible for handling day-to-day banking transactions, maintaining financial records, and promoting banking products and services. This hybrid role blends operational accuracy with client engagement to support branch growth and customer satisfaction.

innovative work solution • Tirunelveli

The company is known for its involvement in medical billing and BPO services, and has earned a reputation as a good starting point for freshers looking to build a career in healthcare support and IT-enabled services

medical coding beginner • Full-time

Detail-oriented and eager-to-learn individual seeking to begin a career in medical coding. Familiar with basic coding systems such as **ICD-10**, **CPT**, and **HCPCS**, and trained in interpreting medical records to assign accurate codes for diagnoses and procedures.

CERTIFICATIONS

data science • 11/2024 - 11/2024

coursera

AWARDS & SCHOLARSHIPS

outstanding student • 06/2019

pushpalata schools

PROJECTS

accounting internship • 12/2021 - 12/2021

Vairavanathan & Co.

- Accounting and bookkeeping
- Tax preparation
- Auditing services

SKILLS

., accounting basic, cash handling, communication english both written and oral, customer service, finance tally software, medical terminology, ms excel office

EDUCATION

Bachelor of Commerce in commerce

st xaviers college

Tirunelveli

GPA: 3.4

06/2019 - 04/2022