



PALANIAPPAN PAVITHRA

OCR Document Processor

About Me

I am a professional, enthusiastic customer service representative with exceptional interpersonal skills, experience with OCR file processing and language transcribing. Skilled at the team collaboration while working independently in a remote environment.

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Welisara, Srilanka

Language

English

Sinhala

Tamil

Skills

Management Skills

Communication

Problem solving skills

Friendly personality

Flexible in work

Trustworthy person

Experience

Alle Certified Translation Office 2023 - Present
Remote - Turkey

- Conduct OCR (Optical Character Recognition) tasks to convert scanned documents into editable formats.
- Prepare files and documents for various translation projects.
- Perform archiving duties to ensure efficient data storage and retrieval.

Sigma.ai 2023 - Present
Remote - Spain

- Translating Sinhala documents and audio to English.
- Reviewing and rating other translated Documents.

Inxcel Electronics 2023 - Aug 2023
Remote - United kingdom

- Answer an average volume of calls per day with a sense of calm and a good work ethic.
- Resolve customer complaints and ensure calls are handled in a professional and prompt manner.
- Maintain all customer master data in Google Docs, including entry of new customers as well as maintenance of existing customer master data.

Education

Gateway Computers Training Institute, wattala - 2012
Key English Test (KET)
Preliminary English Test (PET)

St. Anne's Girls Convent, wattala - 2011
G. C. E Advanced Level

St. Anne's Girls Convent, wattala -2008
G.C.E Ordinary Level

Certificate

Coursera Certificate

Google Ads for Beginners

Businesses Analytics with Excel: Elementary to Advanced

Using basic Formulas and Functions in Microsoft Excel
English For Career Development