

RESUME

M.BHUVANESWARI

90,NMG Street, Mettur,
Podanur, Coimbatore – 23



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CAREER OBJECTIVE:

I am interested in working for a stable company that will encourage to my growth and development to be the most efficient and effective employee I can possibly be.

EDUCATIONAL QUALIFICATION:

Course	Institution	Board / University	Year of Completion	Marks %
SSLC	V.S.S.M Higher secondary school	State Board	2011-2012	80%
HSC	R.k Sree Ramgammal Kalvi Nilayam	State Board	2013-2014	86%
B.Com (PA)	Nirmala College for Women	Bharathiyar University	2014-2017	72%

COMPUTER KNOWLEDGE

- PGDCA

- MS WORD,MS EXCEL

EXPERIENCE (T.V SUNDARAM IYENGAR & SONS PVT LTD)
(JULY-2017 TO JULY-2019) (ACCOUNTS EXECUTIVE)

- Handled the petty cash accounts.
- Managed accurate processing up to 2000 invoices per month of all branches.
- Processed all type of invoices and credit notes& payment transactions.
Invoice Includes (Purchase ,Parts and Expense invoices).
- Daily activity of RTO online payment for all branches .
- Provide Support documents for auditing.
- Reconciliation of the payments and monitor accounts ensure the payments are Made up to date and resolve any discrepancies.

EXPERIENCE (AMMA HONDA / SUB DEALERSHIP OF SURYABALA HONDA)
(AUG-2019 TO –DEC-2022) (CRE)

- Overseeing the relationship with customers handled by our team.
- Resolving customer complaints quickly and efficiently.
- Updating service works (Preparation Invoices in Hirise, order booking).
- Preparation of reports.
- Continuous follow ups (Customer service Remainder & Booking Taken).
- Continuous PSF Follow ups & NDC Calling.
- Responding promptly to customer inquiries.
- Acknowledge and resolving customer complaints.
- Promotions of AMC, EW, & RSA.
- Cash Handling.

EXPERIENCE (BAJAJ FINANCE LIMITED-TWO WHEELER LOAN)
(JAN – 2023 TO AT PRESENT (DME)

- Managing a team of DMAs to ensure sales & penetration. At the dealership as per target.
- To ensure sales of finance schemes to customer.
- Maintain & improve the relationship with the dealer on daily basis.
- Verification of all documents w.r.t customers.eg: KYC, Customer Personal information.
- Keep the CSM updated on daily basis w.r.t target vs achievement.
- Maintain TAT for decision on case & speed disbursement TAT.
- Understand and explain all the schemes to the customer.
- Responsible for increase in number of finance customers with dealership.

PERSONAL DETAILS

Father's Name : S. Munusamy
Date of birth : 04.02.1997
Gender : Female

Nationality : Indian
Religion : Hindu
Marital Status : Married
Languages Known : English & Tamil

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Place : Coimbatore

Signature

Date :

(M. BHUVANESWARI)