

RESUME

NANDHINI S,
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2/36 South Street,
Pulivalam - 610 109.
Thiruvavarur Dist.

OBJECTIVE

My objective is to work in a competitive environment seeking suitable role in accounting vertical where I can apply my skills and experience to contribute to the overall growth of the organisation and in turn which enhance my growth within the organization .Obtaining a challenging position in banking sector that will enable me to deploy my strong organisational skills, teamwork and ability to achieve organisational goals where I can utilize my Professional experience, Job knowledge, Academic knowledge, Communication Skills and Technical skills for the development of the Organization .

WORK EXPERIENCE:

Organisation: ICICI BANK LTD .

Tenure of Service: From Aug 2019 to May 2021.

Designation: Business development officer

ROLES & RESPONSIBILITIES

- Taking care of complete Account Sourcing, Asset and Liability Products Management
- End to end account processing with nil rejection.
- Updating account details in a timely manner.
- Responding to customer inquiries and handling customer escalations
- Providing quality service to clients within prescribed TAT.
- Verifying KYC to avoid any AML risks.
- Profiling the clients requirement and providing suitable financial solutions.

- Handling assets and liabilities queries.
- Ensuring that all Bank transactions are kept confidential.
- Ensure Due diligence in account processing.

ACADEMIC QUALIFICATIONS:-

- 78% of master degree (MBA) from EGS PILLAY ARTS AND SCIENCE COLLEGE, Nagapattinam, Tamilnadu by 2023.
- 66% of Bachelor degree (BBA) from SWAMI DAYANANDA ARTS AND SCIENCE COLLEGE, Thiruvavarur, Tamil Nadu by 2019.
- 58% of 12 th from SRI G.R.M GIRLS HIGHER SECONDARY SCHOOL, Thiruvavarur, Tamil Nadu by 2016.

COMPUTER PROFICIENCIES:-

- MS OFFICE
- TALLY ERP 9

PERSONAL DETAILS:-

Name	: Nandhini S
DOB	: 13/07/1999
Gender	: Female
Religion	: Hindu
Nationality	: Indian
Marital Status	: Unmarried

DECLARATION:

I hereby Declare that the above given information is true to the Best of my Knowledge and Belief.

Thanking You,

Date :

Place : Thiruvarur

Yours Faithfully,
(**NANDHINI S**)