

## **Resume**

**A.Kayalvizhi**

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Coimbatore - 641108

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### **CAREER OBJECTIVE**

To be part in a professional environment & work on challenging job and contribute to an organization effectively & efficiently.

### **EDUCATIONAL QUALIFICATION**

<b>Under Graduation</b>	:	<b>B.com (Actuarial management)</b>
Name of the institution	:	P.S.G.R.Krishnammal College for women
University	:	Bharathiar University, Coimbatore.
Year of passing	:	2011
Percentage	:	62.17%
<b>Higher Secondary</b>	:	Keartiman matric & HSSC,
Board	:	Matric
Group	:	Accounts, computer science, Economics & Commerce.
Percentage	:	82%
<b>SSLC</b>	:	Keartiman matric & HSSC,
Board	:	Matric
Percentage	:	56%

### **COMPUTER SKILL**

Basic in computer science  
2 D photoshop  
Adobe pagemaker

### **AREA OF INTREST**

- Admin
- Banking
- Accounts

## **JOB DESCRIPTION**

**Worked in Kotak mahindra prime Limited as customer Service from 2012 - 2013.**

Clarifying the Customer needs through walkin, phone calls, mails.  
Processing NOC for auto loans.  
Maintaining the MIS  
Car loan foreclosure

**Worked in Muthoot fincorp Pvt Ltd from 29-SEP-2013 to 31-JAN-2014**

Clarifying the Customer needs through walkin, phone calls, mail.  
Processing for Gold Loan.  
Playing role as an Cashier, Appraiser, etc, on monthly job rotation basis.

**Worked in Relativity Management Solutions India Private Limited under (Tax Bingo) from 25-APR -2014 to 07-APR-2017**

Clarifying the Customer needs through walkin, phone calls, mails  
Filing Income Tax Return and uploading Q- ETDS filing.  
Resolving all Income Tax Compliance.  
Verifying Investment proof declaration for the update of Form 16 to all our client.  
Processing PAN, TAN, ROC paper work and Digital Signature  
Maintaining all Records of all the above work.  
Preparing Audit Report for all the work.

## **INTERPERSONAL SKILLS**

- High on energy, Customer Orientation, Enthusiasm and Ability to Handle pressure
- Systematic, Organized, High on rule following and Decisive
- An Effective Communicator and a Good Listener.

## **PERSONAL DETAILS**

Father's Name	:	R.Ayyasamy
Date of Birth	:	06-05-1991
Age	:	32 Yrs.
Gender	:	Female
Marital Status	:	married
Nationality	:	Indian
Languages Known	:	Tamil, English, kanada & Malayalam
Preferred Location	:	Any Where in Coimbatore

**HOBBIES**

- Playing shuttle
- Hearing music

**DECLARATION:**

I hereby declare that all the details furnished above are true to the best of my knowledge.

**Place:** Coimbatore

**Date:** 9/8/2023.

**Yours Faithfully**  
**(A.Kayalvizhi)**

