

RESUME



MAHESWARI.C

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Taluk, Trichy –
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OBJECTIVE

A Hardworking and Responsible individual seeking development Both for myself and organization.

EDUCATIONAL QUALIFICATION

<u>QUALIFICATION</u>	<u>INSTITUTION</u>	<u>EXAMINATION AUTHORITY</u>	<u>YEAR OF PASSING</u>	<u>PERCENTAGE</u>
M.Com (Financial management) <i>1st year only mentioned</i>	Bharadhidasan University	Bharadhidasan University	2024	72%

B.Com (Applied)	Seethalakshmi Ramaswami College, Trichy	Bharathidasan University	2022	80%
HSC	St. Joseph's Hr. Sec. School, Somarasampettai, Trichy.	State Board	2019	67%
SSLC	Uma Maheswara Hr. Sec. School, Karanthai, Thanjavur.	State Board	2017	90%

STRENGTHS

- Good Listener
- Quick Learner
- Punctuality
- Very Active Person
- Self Motivated

ADDITIONAL SKILLS

- English Typewriting - Senior Grade
- Basic Computer Skills
- Drawing
- I have to operate the finacle Infosys software

ADDITIONAL INFORMATION

- I am pursuing my higher education **M.COM (Financial management)** in Correspondence Course at Bharathidasan University and am about to complete my final year this year.

- Currently working as a **cashier in ICICI bank Limited** and I have experience in handling cash and Operationwork for the banking terminologies for last 1 year.

ROLES AND RESPONSIBILITIES

I have to manage all the cash transactions like deposits, withdrawals, transfers, fixed deposits etc.

I have to manage all the part of Cheque Clearance, Manage lockers, Branch document register and vouchers. Financial Auditing transaction (FTA) clearance on the basis of important high value transaction I'll be cleared for the norms by banking terminologies.

Financial Crime Risk management (FCRM) and Gold Loan Opening and Closing process.

Bulk NEFT and RTGS processed also known .

POWER BI for the customer data are to be known very well and summarised.

Sales CRM and VRM are learned to maintain daily bases record.

Customer handling and Banking products like Savings account (SA), Current account (CA), Opening and Queries are to be cleared by my knowledge.

I have prepare audit report also for Gold loan auditing and IAD audit also.

PERSONAL INFORMATION

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|------------------|---|------------------|
| ○ Date of Birth | : | 12.10.2001 |
| ○ Father's Name | : | S. Chandrasekar |
| ○ Mother's Name | : | C. Vijayalakshmi |
| ○ Age | : | 22 |
| ○ Martial Status | : | Single |
| ○ Religion | : | Hindu |
| ○ Nationality | : | Indian |

DECLARATION

I hereby declare that the above information is correct and true to be best of my knowledge and belief.

Place: Trichy

Date:

Yours faithfully,

MAHESWARI. C