

RESUME

H GUNASEELAN

**Contact No: 8925033804
gunaseelanh56@gmail.com**

Career Objective:

Hardworking professional with good experience and a proven knowledge of back office operations. Aiming to leverage my skills to successfully fill the appropriate role in your company.

Educational Qualification:

- Secured 88% in 10th standard CBSE from Chettinad Vidyashram in 2008.
- Secured 90% in 12th standard CBSE from Chettinad Vidyashram in 2010.
- Graduation B.E.Mechanical Engineering from CEG,Anna University with a CGPA of 6.01 - Second class in August 2018.

Experience:

Company Name : Chola Business Services LTD.

From : 26th Aug'21 to 6th Oct'22

Designation : Operations Coordinator

- Assisted peers in completion of tasks in Banking team.
- Physical file health check of 100 files/month for Concurrent Audit in Disbursement team.
- Organized and guided activities ,requiring coordination with other department managers.
- Defined problems, collected data, established facts and validated conclusions.

Skills:

- MS Office – Word,Excel & Powerpoint.
- Good communication skills.
- Quick learner.
- Good problem solving ability.

Personal Profile:

Name	:	H Gunaseelan
Date of Birth	:	06-May-1992
Father Name	:	A Hariraman
Mother Name	:	H Krishnalakshmi
Nationality	:	Indian
Languages Known	:	Tamil and English
Alternate Contact No	:	9791127631
Address	:	No 6,flat no 2(first floor),Kondithope, Chennai- 600079.

Declaration:

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

H GUNASEELAN