**RESUME**

**A.ARCHANA**

**archanna2406@gmail.com**

**8939669262/7550206922**

**CAREER OBJECTIVE :**

To work in an environment which encourage me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

**EDUCATIONAL QUALIFICATION :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.NO** | **NAME OF INSTITUTION** | **DEGREE** | **PERCENTAGE** | **YEAR OF PASSING** |
| **1.** | **ALPHA ARTS AND SCIENCE COLLEGE** | **BCA** | **73%** | **2016** |
| **2.** | **JAI GOPAL GARODIA GOVT.GIRLS HR.SEC.SCHOOL** | **HSC** | **63%** | **2012** |
| **3.** | **JAI GOPAL GARODIA GOVT.GIRLS HR.SEC.SCHOOL** | **SSLC** | **60%** | **2010** |

**WORK EXPERIENCE :**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **ORGANISATION** | **POSITION** | **EXPERIENCE** |
| **1.** | **IDFC FIRST BANK PVT. LTD.** | **Consumer Durable Loan Executive** | **2020 - present** |
| **2.** | **HDFC BANK PVT. LTD.** | **Consumer Durable and Merchant Service Executive** | **2017 - 2020** |
| **3.** | **STATE BANK OF INDIA PVT. LTD.** | **Customer Service Executive** | **2016 - 2017** |

**PERSONAL SKILLS :**

* Decision Making
* Interpersonal Skills
* Team Worker
* Time Management
* Communication Skills

**TECHNICAL SKILLS :**

* Basic System Knowledge
* HTML
* JAVA
* C++

**PERSONAL INFORMATION :**

Name : A.Archana

Date of birth : 25/05/1996

Father's Name : R.Arumugam

Gender : Female

Marital status : Unmarried

Religion : Hindu

Nationality : Indian

**DECLARATION :**

I hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief

**Date :**  **Signature**

**Place : A.Archana**