**Seera Kusuma Kumari**

**Email id:** [kusuma.krishna33@gmail.com](mailto:kusuma.krishna33@gmail.com)

**Contact num : +917799533322**

**Objective:**

Seeking a challenging career in order to work and achieve organization goals and also to enhance my skills to reach a good position in the organization as I am hardworking, sincere, punctual and a fast learner.

**Experience:**

Company name. : HDFC Bank - HDB Financial services

Wholesale Banking Operations,

Visakhapatnam.

Duration : 14-march-2019 to till date

# Designation : Jr Processing Officer

**Job Profile:**

* Responsible for scrutiny and verification of KYC and other documents for account opening under different products of CASA and FD.
* Responsible for processing of RTGS, NEFT and Funds Transfer.
* Responsible for CTS clearing operations.
* Responsible for preparation of Daily MIS.
* Ensuring proper filling of documents are followed thoroughly in a standard manner.

**Academic Qualification:**

* MBA in Human Resources from Andhra University in 2021.
* Graduation in Bachelor of Computerscience from Aditya Degree College, Affiliated to Andhra University, Visakhapatnam in 2018.

**Technical Skills:**

* Programming Languages- C, Html
* MS-Office

**Project:**

* I have done a project on “**STUDENT FEE MANAGEMENT SYSTEM**” which had the software facility to give a unique id for every student and stores the details of the every student automatically. This data can be accessible either by an administrator or a receptionist. The data is well protected for personal use and makes the data processing very fast.

* I have done a project on “**TRAINING AND DEVELOPMENT**” In Bharath Sanchar Nigam Limited which gives detailed idea about the employee’s attitude towards training program.

**Personal Achievements*:***

* Participated in Essay writing Competition in School.
* Participated in Drawing Competition at School Level.
* Bagged first prize in computer model on five generations of computer held at Degree College.
* Was a class representative at graduation level and monitored the activities of the classmates in the absence of class teacher.

**Interests:**

* Listening to Music
* Playing Carrom Board

**Personal Details:**

* Date of Birth : 18th November, 1997
* Gender : Female
* Father’s Name : Seera Ramakrishna (Late)
* Mother’s Name : Seera Varalakshmi
* Languages Known : English and Telugu